



UNLV Internal Promotional Recruitment

ADMINISTRATIVE ASSISTANT II
Student Wellness

Announcement Number – 10602
\$30,192 - \$43,639 - Grade 25

Job Description The primary function of the Administrative Assistant II includes providing customer service to Student Wellness clients and providing clerical and management support to Student Wellness staff. Additional duties include, but are not limited to answering telephones; scheduling, confirming, and canceling appointments; patient registration and patient checkout; assisting students and staff with general questions regarding the student health insurance; creating and modifying patient account records; accepting and processing payments according to established procedures; demonstrating excellent customer service skills at all times; and participating in creating a learning environment. This position requires an outgoing personality, excellent communication skills, the ability to be a team player, excellent time management skills, and the ability to work a flexible schedule. Preferred qualifications include medical office/front desk experience. Please note any of these qualifications on your application materials.

Education and Experience Graduation from high school or equivalent education and two years of clerical and administrative support experience which included experience in one or more of the following areas: maintaining records and files; preparing a variety of materials using a personal computer or word processor; assisting customers in completing forms and applications; and/or performing secretarial duties in support of professional staff; OR one year of experience as an Administrative Assistant I in Nevada State service; OR an equivalent combination of education and experience.

Special Notes 1) As part of the hiring process, applicants for positions in the Nevada System of Higher Education may be required to demonstrate the ability to perform job-related tasks.

Special Requirements 1) The recruitment is open to persons who have been employed for at least six months of continuous full-time equivalent classified state service and are currently employed at UNLV.

Application Requirements 1) In order to be considered for employment at UNLV, ONLY the following documents MUST be attached to your application in sequence:
1) Cover Letter
2) Resume
PLEASE NOTE: The NVAPPS System will direct you not to attach a resume. Please ignore this message for UNLV positions, and attach your cover letter and resume to your application.

Application Instructions **Application deadline is 5:00 p.m. on November 3, 2009.**
Applicants must apply online through NVAPPS, the State of Nevada on-line application system. Click on this link to apply for the position:
<https://nvapps.state.nv.us/NEATS/Recruiting/ViewAnnouncement.aep?recruitmentId=10602>

The Examination If there are five or fewer qualified applicants, the exam will consist of an application evaluation. If there are more than five qualified applicants, the exam will consist of a written weighted 100%.

Direct inquiries or correspondence to:

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4505 South Maryland Parkway
P.O. Box 451026
Las Vegas, Nevada 89154-1026
Phone: (702) 895-2894

E-mail: classified.recruitment@unlv.edu

TDD for the Hearing Impaired (800) 326-6868

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