

UW HEALTH POSITION DESCRIPTION

| POSITION SPECIFICS | |
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| Title: Student Lab Assistant – Clerical | Department/Number: Clinical Labs |
| Job Code: 94870 FLSA Status: Non-Exempt | |
| Manager Approval: Date: | HR Approval: CMW 12-16 |

| POSITION SUMMARY |
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| The Student Lab Assistant – Clerical is an intermediate level position, responsible for providing administrative support to the Clinical Labs at University of Wisconsin Hospital. The work is performed under general supervision with guidance and direction provided by the laboratory managers. |

| MAJOR RESPONSIBILITIES |
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| The incumbent performs the following job responsibilities : |
| <ul style="list-style-type: none"> A. Distributes and sends out Clinical Laboratory mail. B. Performs daily clerical tasks in support of technical areas: Micro card filing, manual billing preparation, copying for Special Coagulation Lab C. Copying for laboratory staff D. Orders office supplies for Clinical Labs E. Delivers information to 8th floor, HR, and other miscellaneous departments. F. Performs cleaning maintenance of Phlebotomy cradles and lab shared PCs G. Performs additional tasks as assigned. |
| All duties and requirements must be performed consistent with the UW Health Organizational Performance Standards. |

| POSITION REQUIREMENTS | | |
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| Education | Minimum | HS Diploma or equivalent Enrollment in post-secondary educational degree program |
| | Preferred | |
| Work Experience | Minimum | Experience in an office environment |
| | Preferred | Experience with lab equipment |
| Licenses & Certifications | Minimum | |
| | Preferred | |
| Required Skills, Knowledge, and Abilities | | <ul style="list-style-type: none"> Effective oral and written communication skills Ability to organize work Efficiency and time management skills Competence in problem resolution Ability to work independently and as a team member Knowledge of and ability to use Windows based applications |

| AGE – SPECIFIC COMPETENCY | | |
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| Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients. | | |
| Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next, | | |
| <input type="checkbox"/> | Infants (Birth – 11 months) | <input type="checkbox"/> Adolescent (13 – 19 years) |
| <input type="checkbox"/> | Toddlers (1 – 3 years) | <input type="checkbox"/> Young Adult (20 – 40 years) |
| <input type="checkbox"/> | Preschool (4 – 5 years) | <input type="checkbox"/> Middle Adult (41 – 65 years) |
| <input type="checkbox"/> | School Age (6 – 12 years) | <input type="checkbox"/> Older Adult (Over 65 years) |
| Job Function | | |
| Review the employee's job description, and identify each essential function that is performed differently based on the age group of the patient. | | |
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| PHYSICAL REQUIREMENTS | | |

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| Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i> | | | | |
|--|---|-------------------------------------|---|---|
| Physical Demand Level | | Occasional Up to 33% of the time | Frequent 34%-66% of the time | Constant 67%-100% of the time |
| | Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met. | Up to 10# | Negligible | Negligible |
| X | Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree. | Up to 20# | Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls | Negligible or constant push/pull of items of negligible weight |
| | Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds. | 20-50# | 10-25# | Negligible-10# |
| | Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds. | 50-100# | 25-50# | 10-20# |
| | Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds. | Over 100# | Over 50# | Over 20# |
| List any other physical requirements or bona fide occupational qualifications: | | • | | |