

The image shows a modern, single-story building with large windows and a concrete facade, identified as the EMU Psychology Clinic. The building is surrounded by greenery and a paved area.

EMU Psychology Clinic Hiring Student Assistant

The EMU Psychology Clinic, located right off campus next to Tower Inn, is seeking a part-time student assistant. Gain experience working in a Psychology Clinic and interacting with clients. Student assistant tasks include:

- Checking in clients
- Assist with scheduling clients and managing appointments
- Answer telephones, transfer calls, take messages, and providing callers with information on the clinic
- Help maintain an inventory of psychology test kits and related supplies
- Help with general office procedures
- Using a PC and related software (Word, Excel, Clinic Electronic Medical Record)
- Assist with electronic filing, photocopying, faxing, and other clerical tasks
- Assist students and faculty who check out/return kits

Applicants should be a currently enrolled EMU student and have a grade point average of 3.0 or higher. Psychology majors are preferred, though any major may apply. **Work Study students preferred.** The candidate must have knowledge of the following computer software: Microsoft Office and Microsoft Excel. Good organizational skills with the ability to multi-task are preferred qualities. A professional attitude is very important, as is being able to communicate effectively with clients and staff. Maintaining confidentiality of client and student information is also extremely important.

To apply, go to our job listing at: <https://app.joinhandshake.com/jobs/477935>

If you have any questions, you may contact the Doctoral Program Administrative Coordinator at: **Ariana Herrera; aherrer4@emich.edu**