

August 2010

### Office Assistant – Clinic

Life University is accepting applications for the position (two positions available) of Office Assistant in the Campus Center for Health and Optimum Performance, located on the Life University campus.

Working with people in the busy and energetic Life clinics offers the satisfying opportunity to contribute to the education of students as they become chiropractors. The Office Assistant is the frontline representative of the clinic system and, as such, provides our constituents with the best possible experience in customer service, professionalism, and compassionate interaction.

Hours and work days of the positions may be flexible, including the possibility of a 40 hour work week within a four day schedule. The clinic is open Monday through Friday from 8:00am to 7:00pm.

You must possess at least a high school diploma or equivalent, 2 years experience in a business office or clinic, current computer skills, excellent customer service focus, good communication skills, and an enthusiasm for learning and growing professionally as the clinic system grows. Fluency in Spanish is a plus.

Life University is committed to diversity, and encourages the development of multicultural perspectives. We are an Equal Opportunity Employer that encourages applications from women, ethnic minorities, and persons with disabilities. Underrepresented minority and bilingual candidates are strongly encouraged to apply.

Life University is a certified drug-free workplace employer. All applicants being considered for employment are required to submit to substance screening as a condition of employment.

Qualified candidates should submit their resume and cover letter to [hr@life.edu](mailto:hr@life.edu).