Medical Assistant (MA), Licensed Vocational Nurse (LVN), OR Registered Nurse (RN)  

Malibu Campus

The Student Health Center is seeking to hire a full-time Medical Assistant (MA), Licensed Vocational Nurse (LVN), OR Registered Nurse (RN) for its Malibu campus. The Medical Assistant (MA) OR Licensed Vocational Nurse (LVN) performs back office duties including obtaining patient history; performing vital signs, phlebotomy, and preparing laboratory specimens; preparing patient for exam; assisting the practitioner; and providing patient education. This position assists with general office duties, telephones, data entry, and utilizes medical software program and PeopleSoft computer program. As a staff member in the Student Affairs department who works closely with students, this person serves as a Christian role model to students. The Registered Nurse (RN) performs a variety of medical back office duties and procedures at an expert technical level. The RN is the first line support for the medical practitioners and provides oversight for MAs, performing nursing duties such as triage, wound care, medication and immunization administration, phlebotomy, point of care testing, patient education, and emergency response. As a staff member in the Student Affairs department who works closely with students, this person serves as a Christian role model to students.