

**Health Services Medical Assistant (40%)
Foothill-De Anza Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=262027>

Downloaded On: Sep. 4, 2025 6:18pm

Posted Sep. 4, 2025, set to expire Jun. 1, 2026

Job Title Health Services Medical Assistant (40%)
Department Staff
Institution Foothill-De Anza Community College District
Los Altos Hills, California

Date Posted Sep. 4, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

Apply Online Here <https://apptrkr.com/6529901>

Apply By Email

Job Description

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Health Services Medical Assistant (40%)

Initial Review Date: 09/23/2025**

**Any complete applications received after the review date will only be forwarded to the hiring committee at their request.

Salary Grade: C1-45

Starting Salary: \$2,211.87 (per month) plus excellent benefits

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Full Salary Range: \$2,211.87 to \$2,957.32 (per month)

The Foothill-De Anza Community College District is currently accepting applications for the classified hourly position above.

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

Foothill - De Anza Community College District Mission Statement:

The mission of the Foothill-De Anza Community College District is student success and educational excellence. The district and its colleges provide access to affordable, quality educational programs and services that develop a broadly educated and socially responsible community that supports an equitable and just future for California and the global community. Every member of our district contributes to a dynamic instructional and learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. Foothill-De Anza is driven by an equity agenda and core values of integrity, inclusion, care for our students' well-being, and sustainability.

De Anza College Mission Statement:

De Anza College provides an academically rich, multicultural learning environment that challenges students of every background to develop their intellect, character and abilities; to realize their goals; and to be socially responsible leaders in their communities, the nation and the world.

De Anza College fulfills its mission by engaging students in creative work that demonstrates the knowledge, skills and attitudes contained within the college's Institutional Core Competencies:

- Communication and expression
- Information literacy
- Physical/mental wellness and personal responsibility
- Civic capacity for global, cultural, social and environmental awareness
- Critical thinking

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Job Summary

The Medical Assistant (MA) provides clinical and administrative support to ensure the effective delivery of health care services within the De Anza Student Health Services. The MA works collaboratively with nurse practitioners and administrative staff to promote the health and well-being of students. Responsibilities include preparing patients for visits, assisting with examinations and procedures, performing basic laboratory tests, managing medical records, and providing support to the student population.

Key Responsibilities:

- Greet and prepare students for appointments, including obtaining vital signs, health histories, and chief complaints.
- Assist providers with physical examinations, procedures, and treatments.
- Perform CLIA-waived laboratory testing (urinalysis, rapid strep, pregnancy testing, etc.).
- Administer immunizations and medications as directed by NP providers.
- Maintain infection control and exam room readiness.
- Document encounters in the electronic health record (EHR) accurately and in a timely manner.
- Assist with referrals and follow-up appointments.
- Maintain confidentiality in accordance with HIPAA and FERPA guidelines.

DEFINITION

Under general supervision of a clinician, performs routine health service procedures and medical tasks in accordance with established clinic policies and procedures; provides first aid to injured or ill students and staff; serves as a resource and provides health information, support, and education to the college community; maintains related health and medical records; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory and managerial staff. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is a journey-level class responsible for performing clinical support services. Work requires strong communications skills and knowledge of health office processes and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Work usually fits an established structure or pattern and is in accordance with standing Physician orders or

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directives. Exceptions or changes in procedures are explained as they arise. Eventually, positions will attain a level of experience to receive only occasional instruction or assistance as new or unusual situations arise and where they are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

1. Provides first aid to injured or ill students and staff; performs routine health service and medical procedures; prepares exam rooms for use; and escorts patients to appropriate treatment rooms or areas.
2. Refers students to the appropriate health agencies regarding medical problems as necessary.
3. Collects and records patient data including height, weight, temperature, pulse, respiration rate, blood pressure, and basic information about presenting and previous conditions.
4. Under supervision of a Physician or Nurse Practitioner, administers single dosage of medication by providing dose to patient for immediate self-administration.
5. Collects and preserves specimens for testing using non-invasive techniques.
6. Receives calls regarding injured and ill students and staff members; activates Emergency Medical Services (EMS) System (911) as appropriate.
7. Serves as a resource and provides health information, support, and education to the college community.
8. Gathers and records information during medical or emergency situations.
9. Prepares, maintains, and updates a variety of health-related records and files, including student health and immunization records, emergency medical records, accident reports, and health and disability reports.
10. Answers telephones and maintains appointment scheduling system for Health Office staff; schedules meetings and classes as assigned.
11. Prepares requisitions for checks, student accounts, open purchase orders, and printing services; resolves related issues as necessary.
12. Operates a computer and other office equipment as assigned; operates various medical equipment as required.
13. Sterilizes instruments, counter tops and other areas according to established standards.
14. Maintains office inventory and order supplies as needed.
15. Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Basic first aid, cardiopulmonary resuscitation (CPR), and emergency healthcare.
2. Medical terminology, procedures, and equipment.
3. Immunization compliance policies and procedures.
4. Inventory methods and practices.
5. Infectious disease control.
6. Applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
7. Methods of preparing and processing various records, reports, forms, and other documents specific to assigned program.
8. Record keeping and filing systems and methods.
9. English usage, grammar, spelling, vocabulary, and punctuation.

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10. Modern office practices, procedures, technology, and computer equipment and applications, including word processing, database, and spreadsheet applications.
11. Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Provide first aid to injured or ill students and staff and provide health information and education to the college community.
3. Meet supervision, training, authorization, and records conditions for a Medical Assistant in the State of California as outlined in the California Code of Regulations.
4. Serve as a resource and provide health information, support and education to the college community.
5. Perform routine health service procedures and maintain related health and medical records.
6. Maintain medical records as per current legal requirements.
7. Operate medical equipment.
8. Analyze situations accurately and adopt an effective course of action.
9. Complete work with many interruptions.
10. Work confidentially with discretion.
11. Interpret, apply, and explain applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
12. Organize own work, set priorities, and meet critical time deadlines.
13. Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
14. Use English effectively to communicate in person, over the telephone, and in writing.
15. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
16. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be equivalent to certification as a Medical Assistant from a State of California or United States Military certified program **AND** one (1) year of experience in a college health office, private physician's office, or related experience. Must meet supervision, training, authorization, and records conditions for a Medical Assistant in the State of California as outlined in the California Code of Regulations.

Preferred Qualifications

- Graduate of an accredited Medical Assistant program.
- Current Medical Assistant certification (CMA, RMA, or equivalent) strongly preferred.

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- 1-2 years of medical assisting experience in a clinical or outpatient setting (college health, family practice).
- Proficiency with electronic health record (EHR) systems.
- Ability to maintain confidentiality and work sensitively with a diverse student population
- Strong communication, organizational, and interpersonal skills.

Licenses and Certifications:

Current and valid First Aid training and CPR certificates.

PHYSICAL DEMANDS

Must possess mobility to work in a standard health clinic setting and use standard medical and office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary classification; frequent standing in work areas and walking between work areas is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office and medical equipment. Positions in this classification frequently bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 30 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees primarily work in a health clinic environment with moderate noise levels, controlled temperature conditions, and direct exposure to hazardous physical substances. Incumbents may be exposed to blood and body fluids when rendering first aid, CPR, or treating patients.

APPLICATION PACKET

1. A District on-line application on <http://hr.fhda.edu/careers/>. *In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.

For full-consideration, all required application materials must be included in your application packet and must be received by 11:59 pm on the closing date. We are unable to accept

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additional, non-required materials, such as reference letters.

Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. You may also visit our "Applicant Information" to assist with technical difficulties at: <http://hr.fhda.edu/careers/a-applicant-instructions.html>. We cannot guarantee a response to application questions within 48 hours of the closing date.

CONDITIONS OF EMPLOYMENT

Position: Part-Time, Categorical Funded, Classified Hourly (40%), 11-months per year

Work Schedule: This position is scheduled to work on campus, and hours and days may be adjusted based on staffing needs. The sample work schedule may vary, typically falling on Monday, Tuesday, Wednesday, or Friday from 8:30 AM to 3:00 PM.

Starting date: As soon as possible upon completion of the search process.

We are happy to assist individuals with disabilities who require reasonable accommodations to complete the employment process, provided that you notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

Email: employment@fhda.edu

<http://hr.fhda.edu/>

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To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/2050?c=fhda>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff

Foothill-De Anza Community College District

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