
MISSISSIPPI STATE UNIVERSITY JOB DESCRIPTION

Job Title: **Graduate Service Assistant (Graduate Assistant)**

Salary Grade: **UC**

Title Code: **G0003**

FLSA Status: **Non-Exempt**

Position Function

Essential Duties and Responsibilities

1. This position will be tasked with maintenance and proactive utilization of student health center social media channels as well as assisting with maintenance of student health center website.
2. Performs a wide variety of clerical/financial duties which could be confidential in nature; operates personal computer to perform basic to complex typing assignments to include: enter data, draft, edit, revise, and print letters, tables, reports, and other materials.
3. Performs a range of staff and/or operational support activities; may serve as a liaison with other departments on basic administrative and/or operational matters.
4. May establish, maintain, and updates files, databases, records, and/or other documents; develops and maintains data, and performs routine analyses and calculations in the processing of data for recurring internal reports.
5. May perform a variety of AR-related functions/tasks, including but not limited to:
 - a. AR analysis
 - b. Development/Implementation of plans to improve clinic revenue metrics
 - c. Work with payers to identify and resolve payment-related issues
 - d. Preparation of monthly financial summaries for clinic and/or physicians
 - e. Reconciliation of leave, pro-card, etc.
 - f. Acquiring knowledge of various roles within the clinic revenue cycle and assisting in those roles when needed.
6. Performs miscellaneous job-related duties as assigned.

Supervisory Responsibility

None

The above essential duties are representative of major duties in this position. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

MISSISSIPPI STATE UNIVERSITY JOB DESCRIPTION

Minimum Required Education and Experience

	Minimum
Education	<ul style="list-style-type: none">• Undergraduate degree in Finance, Accounting, or Business• Current graduate student at Mississippi State University, pursuing MBA or MPA
Experience (yrs.):	No previous work experience required, but strong Excel skills are required
Substitution allowed:	No

Preferred Qualifications:

Minimum Education requirements
Strong Excel skills
Knowledge of Drupal is a definite plus, but not required.

Knowledge, Skills and Abilities: Those commensurate from having obtained the minimum required education as well as strong Excel skills

Physical Requirements:

- Work is normally performed in a typical interior/office/clinic work environment.
- Exposure to medications and chemicals in the clinical setting.

Date:

Revised Date: