

Volunteer Position Description

Position Title:	Medical Affairs Volunteer Assistant
Position Type:	Non-patient Care or Service Personnel
Facility:	Edg
Position Summary:	
Clerical support in the Medical Affairs Office	
Qualifications:	
<ul style="list-style-type: none">• Maintain confidentiality• Keyboard competency• Filing competency	
Duties & Responsibilities:	
<ul style="list-style-type: none">• Support Medical Affairs Credentialing Team, who work on initial appointments, reappointments and expirables• Support Director of Medical Affairs in data management• Support Manager of Medical Affairs in committee management• Perform other duties as requested	
Key Accountabilities:	
<ul style="list-style-type: none">• Able to follow instructions accurately• Able to file and copy information• Able to verify own work	
Time Commitment:	
<ul style="list-style-type: none">• Four to six hours per week• 8 a.m. to 3 p.m.	
Uniform:	
<ul style="list-style-type: none">• Attire suitable for office surroundings	