UHS Student Volunteer Program
Placement Descriptions

The UHS Student Volunteer Program exposes students to the dynamics of how health services are delivered within a university setting. Student volunteers serve for a minimum of two semesters in primarily clerical/reception positions, and volunteer for 2-hour shifts per week.

Student Services

- **Allergy/Travel Clinic:** Greet patients; open/stock supplies; hand out vaccine information sheets to waiting patients; assist with monitoring patients after vaccines/allergy shots - giving juice and crackers as needed; help to monitor/manage patient flow in waiting area, particularly for TB testing and reading; fill out yellow immunization records; assist with copying vaccine records, faxing allergy or vaccine records as needed. May have the opportunity to observe allergy skin testing and international travel patient consultations.

- **Health Promotion:** Provide client reception services; assemble health care kits; support student outreach projects and activities; conduct health topic research; proofread, edit, and copy health education materials.

- **Optometry Clinic:** Scan medical records and conduct patient appointment reminder calls; maintain exam rooms; assist optician with frame display maintenance; observe eye examinations. Preference for pre-optometry students.

- **Physical Therapy:** Assist physical therapists and aides with room preparation, general cleaning, and stocking; prepare hot/cold packs; conduct office duties such as copying and running errands; observe patient treatments. Preference for pre-physical therapy students.

Faculty/Staff Programs

- **Disability Management:** Work-related disability program administration; statistical information, occasional deliveries.

- **Ergonomics:** Assist with mailings, data entry, outreach material assembly, and prep work for presentations.

- **Wellness Programs:** Assist with mailings, data entry, visual copy creation, and posting at campus dining sites; work with Wellness Leaders at campus sites; assist with administrative tasks as needed in group education classes; contribute creative energy to staff special projects. Spanish or Chinese language skills helpful.

UHS Administration

- **Administrative Services:** Provide phone and in-person client reception; complete errands within UHS; assist with copying, archiving, and filing. Opportunity to observe the dynamics of health care administration and health service management.

- **Tang Information Center:** Serve as first point of contact for patients; provide information on Tang Center services; answer questions regarding appointments, insurance, prescriptions, health clearances, etc.; assist with special projects as needed.

- **UHS Communications:** Assist with tabling at campus events to promote UHS services and campaigns to other students.

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