



## **Marshall B. KETCHUM UNIVERSITY**

### **Full-Time Optician**

#### **JOB SUMMARY**

Southern California College of Optometry (SCCO) at Marshall B. Ketchum University (MBKU) is seeking applicants for the position of Optician to join the Optical Department at the Los Angeles location.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assist patients with frame and lens selections
- Perform frame adjustments
- Process and submit lab orders for frames and lenses
- Process and submit lab orders for contact lenses
- Assist in calling patients when their orders are ready for pickup and set appointments when needed
- Help maintain contact lens trials and fitting sets
- Help with monthly invoices, meeting with frame vendors and provide input on frame inventory
- Stay up-to-date on current lens designs through continuing education (provided)
- Stay up-to-date on special programs and discounts and offer to eligible patients
- Interact with student interns as they practice performing the above tasks on their patients
- Coordinate with the front desk administrators, directors and biller to ensure continuity of care and completion of tasks
- Help with translating between English and Spanish if able

The UECLA clinic proudly serves a predominantly underprivileged population in South Central Los Angeles. We are a fast-paced, high complexity practice and offer several specialty services to those in need. We are looking for individuals who are enthusiastic, energetic and passionate about providing care in this environment.

Candidates must have a high school diploma. Preference will be given to applicants with experience in an optical setting and those who are board-certified opticians. Fluency in Spanish is preferred. This is a full-time position with a benefits package. Hourly rate will be determined based on experience and training of the candidate. Schedule will be Tuesdays through Saturdays. Review of applications will continue until the position is filled.

**FOR MORE INFORMATION ABOUT EMPLOYMENT AT MBKU, PLEASE VISIT:**  
[ketchum.edu/employment](http://ketchum.edu/employment)

**CANDIDATES SHOULD SUBMIT A RESUME AND REFERENCES TO:**

Dashaini Retnasothie, OD, MS, FAAO and Lisa Wahl, OD, FAAO  
Co-directors of University Eye Center Los Angeles  
3916 S Broadway  
Los Angeles, CA 90037  
UECLADirector@ketchum.edu

**ABOUT MBKU**

MBKU is a private, non-profit, accredited educational institution, located in Fullerton, California. MBKU is a comprehensive health care university, built upon a legacy of over 110 years of academic excellence and clinical education. The founder of SCCO at MBKU, was a medical doctor, pharmacist, and passionate advocate for medical education. The mission of MBKU is to educate caring, inspired health care professionals who are prepared to deliver collaborative, patient-centric health care in an inter-professional environment.

Created as SCCO, and expanded to offer a range of inter-professional programs and health care initiatives, MBKU also has a School of Physician Assistant Studies and a College of Pharmacy. This is an exciting time for health care, for medical innovation and education, and for our community. We believe the future is bright, and look forward to advancing it together.

MBKU is an equal opportunity employer; requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

## **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Under immediate supervision, performs routine clerical tasks, such as copying data, typing, and filing according to standard procedures. Maintains records and files and processes simple documents.

## **EDUCATION AND/OR EXPERIENCE**

The minimum amount of education and experience that an individual needs in order to successfully perform the essential duties of the position is as follows:

High school diploma or GED (general education development test); and 2 years of related experience and/or training; experience in an optometry setting preferred.

## **ABOUT THE ORGANIZATION**

Located in Fullerton, CA, Marshall B. Ketchum University is an independent, private, non-profit, accredited educational institution. MBKU is home to the Southern California College of Optometry, the School of Physician Assistant Studies and College of Pharmacy. Named after the founder of the optometric institution in 1904, the change to the University structure addresses the growing demand for highly skilled health care professionals.

The University's Southern California College of Optometry confers a Doctor of Optometry (OD) and a Master of Science in Vision Science (MS) degree. MBKU's School of Physician Assistant Studies under the College of Health Sciences awards a Master of Medical Sciences (MMS) degree. MBKU's College of Pharmacy welcomed its first class in the fall of 2016 and will award a Doctor of Pharmacy (PharmD) degree in the Spring of 2020. MBKU owns and operates two premier eye and vision care centers: the University Eye Center at Ketchum Health and the University Eye Center at Los Angeles.

## **BENEFITS**

MBKU provides an excellent benefits package including medical, dental, and life insurance, free vision exams, short and long term disability, generous paid time off plans, a university-sponsored retirement plan with a 9% contribution and an on-site fitness center located on the Fullerton campus. See our website under *Employment* for more details regarding benefits of working for MBKU ([www.ketchum.edu](http://www.ketchum.edu)).

## **HOW TO APPLY**

Interested candidates, please send a cover letter along with your resume to [humanresources@ketchum.edu](mailto:humanresources@ketchum.edu). Position is open until filled.

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