

Job Title:	Clinical Education Assistant, College of Osetopathic Medicine
Job Description:	The Clinical Education Assistant will support the Clinical Education Coordinators and Clinical Education Lead by providing general administrative and clerical support. Under the general guidance of the Lead, the Clinical Education Assistant will provide support with general administrative tasks, student support, and other tasks as assigned.
Reports to:	Clinical Education Lead
Classification:	Staff, Part Time, Non-Exempt
Essential Duties:	<ul style="list-style-type: none"> • Provide general administrative and clerical work including answering phones, assisting with mailings, and basic office tasks; • Assist in the management of Clinical Education calendars, schedules, and appointments • Coordinate meetings and presentations; • Assist with coordination of service-learning experience student capstone projects • Provide system support to department by assisting with data entry within Clinical Education Software • Provide general administrative and clerical work including answering student/preceptor questions, assisting with internal/external correspondence, and basic office tasks • Collaborate with other Clinical Education team members and all-staff projects • Coordinate meetings and presentations • Create and distribute agendas for meetings • Research various topics as requested • Perform other job-related duties and special projects as assigned.
Qualifications/ Education:	<p>Education:</p> <ul style="list-style-type: none"> • Associates Degree or equivalent education or equivalent work experience required • One or more years clerical office experience; • Experience in the medical field or medical education preferred. <p>Skills & Experience:</p> <ul style="list-style-type: none"> • Superior organizational skills and detail orientation; ability to multi-task and work with deadlines; keep track of multiple projects and ensure timely follow-up • Self-motivated, and able to work independently with minimal supervision. • Strong research and analytic skills • Ability to maintain confidentiality, exercise good judgment and act professionally, sensitively, and with a high level of discretion • Ability to anticipate needs and work proactively to manage the daily flow of the office • Excellent communication and customer service skills, including the ability to maintain good relations with the University community • High proficiency with technology, including PC hardware and Microsoft Office software • Proficiency with Microsoft Office suite, in particular Microsoft Outlook, Word and Excel
Compensation:	CHSU offers a competitive benefits and compensation package. Salary is commensurate with experience.