

Job Title**Clinical Education Coordinator****Job Description:**

The Clinical Education Coordinator serves as the first point of contact for visitors and guests in the Clinical Education Suite, as well as the general point of contact for Osteopathic medical students preparing for and currently active in clinical rotations (education), including clinical sites and preceptors. The Clinical Education Coordinator will assist in clerkship organization and scheduling, supporting relationships with clinical preceptors, clerkship directors, medical staff office personnel and students, and maintaining official University clinical evaluations/scheduling records according to administrative policies and the Clinical Education Guidelines established for each COM class.

Reports to:

Associate Dean for Clinical Affairs, Community Engagement and Population Health

Classification:**Staff**

- Serve as the first point of contact for all visitors and guests in the Clinical Education suite
- Act as a point of contact for osteopathic medical students regarding clinical rotations.
- Assist with scheduling years 1 – 3 service-learning clinical experiences, communicating with clinical sites and confirming all necessary information to commence and complete the experience, including the location, clearance/on-boarding requirements, site applications and orientation procedures for each site
- 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
- Serve as liaison between faculty, preceptors and students on a range of academic, administrative and/or personal issues as required. Provide prompt feedback to administration regarding problems and successes
- Communicate and educate 3rd and 4th year students by way of oral presentations, newsletters, emails, student meetings, etc., on any clinical education information, rotation updates, rotation reminders, general announcements and/or policy updates.
- Follow the Office of Clinical Education policies and procedures regarding the scheduling process.
- Collaborate with other Clinical Education team members and all-staff projects
- Assist in the management of Clinical Education calendars, schedules, and appointments
- Coordinate meetings and presentations
- Create and distribute agendas for meetings
- Accurately record minutes of meetings and gatherings as requested
- Prepare reports and documents as requested
- Research various topics as requested
- Serve on committees as assigned

Essential Duties:**Application Instructions**

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, and contact information of at least (3) professional references. Please send a completed package electronically to careers@chsu.edu and type **Clinical Education Coordinator** in the subject field of the email.

- Participate in and successfully complete all University required training including, but not limited to discrimination/harassment and code of conduct.
- Participate in additional training as determined by the Associate Dean for Clinical Affairs, Community Engagement and Population Health
- Perform other job-related duties and special projects as assigned.

This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by CHSU.

Education:

- Associates Degree or equivalent education or equivalent work experience required

Skills & Experience:

- 2 or more years administrative office experience;
- Experience in the medical field or medical education preferred.
- Effective and efficient communication of information in a manner suitable for the intended audience; emphasis on written and verbal communication skills, including professional email and telephone skills.
- 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
- Familiarity with higher education process and medical terminology desirable;
- Knowledge of form and report development;
- Experience working with sensitive information and maintaining confidentiality;
- Advanced PC knowledge and skills; proficiency with all Microsoft Office, including Outlook, Excel, Word, PowerPoint, etc.;
- Efficient organizational and time management skills;
- A demonstrated ability to systematically prioritize and complete multiple projects simultaneously;
- Attention to detail and able to prioritize duties;
- Public speaking skills desired;
- Ability to work independently and within a team environment;

**Qualifications/
Education:**

Application Instructions

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- Commitment to diversity and inclusivity.

Compensation:

CHSU offers a competitive benefits and compensation package. This is a non-exempt position with the hourly range of \$20.67 to \$27.88, however, salary is commensurate with experience.

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