CHSU CALIFORNIA HEALTH SCIENCES UNIVERSITY

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Job Title

Clinical Education Coordinator - Temporary Position

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:

Director of Clinical Community Education, Community Engagement and Population Health

Classification:

Staff - Temporary Position

Essential Duties:

- Serve as the first point of contact for all visitors and guests in the Clinical Education suite
- Main point of contact for osteopathic medical students regarding clinical rotations.
- Serve as liaison between faculty, preceptors, and students on a range of academic, administrative, and/or personnel issues as required.
- Provide prompt feedback to Administration regarding problems and successes
- Assist with scheduling clinical experiences, communicating with clinical sites, and confirming all necessary information to commence and complete the experience, including the location, clearance/onboarding requirements, site applications, and orientation procedures for each site
- Audit students during the 3rd and 4th years to ensure that the students are compliant with rotation attendance and all required paperwork, satisfying the clinical curriculum; ensure satisfactory completion of all 3rd year requirements before starting their 4th year rotations; and meeting all graduation requirements before graduation.
- Provide system support to the department by assisting with data entry within Clinical Education Software
- Provide general administrative and clerical support including answering student/ preceptor questions, assisting with internal/external correspondence, and basic office tasks
- Communicate and educate OMS-III and OMS-IV students through various means including oral presentations, newsletters, emails, student meetings, etc., on any clinical education information, rotation updates, rotation reminders, general announcements, 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 and create and distribute agendas for meetings
- Accurately record and submit minutes of meetings as requested
- Prepare reports and documents as requested within the departments or other department
- Ability to travel to affiliated sites within the San Joaquin Valley as appropriate and needed.

- Serve on committees as assigned.
- Participate in additional training as determined by the Assistant Dean for Clinical Affairs
- 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.

Qualifications/ Education:

Education:

- Associate's Degree or equivalent experience required. Bachelor's Degree preferred.

Skills & Experience:

- At least two (2) years of administrative office experience.
- Experience in the medical field or medical education preferred.
- Effective and efficient communication in a manner suitable for the intended audience; emphasis on written and verbal communication skills, including professional email and telephone skills.
- Sound judgment, tact, and diplomacy in situations of high sensitivity and the ability to interact with personnel at all levels of the University and community.
- Ability to work in a multi-cultural environment with a commitment to diversity, equity, and inclusion.
- Ability to work in a team environment or independently.
- 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;
- Efficient organizational and time management skills;
- A demonstrated ability to systematically prioritize and complete multiple projects simultaneously;
- Attention to detail and ability to prioritize duties;
- Public speaking and event planning or organization skills desired;

Application Instructions

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

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Compensation:	**CHSU offers a competitive benefits and compensation package. This is a non-exempt position with the hourly range of $21.00 - $23.00, however, salary is commensurate with experience.**

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CHSU is an Equal Employment Opportunity (EEO) Employer.
CHSU complies with Employment Eligibility Form (i-9) requirements.