

Job Title**Clinical Education Manager/Director****Job Description:**

The Clinical Education Manager/Director serves as the administrative leader in the Clinical Education Suite, as well as administering all logistics regarding Osteopathic medical students preparing for and currently active in clinical rotations (education), including clinical sites and preceptors. The Clinical Education Manager/Director directs 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:****Administration****Essential Duties:**

- Establishes the Office of Clinical Education policies & procedures
- Directs the team responsible for scheduling of early 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.
- Supervise a team that communicates and educates OMS-III and OMS-IV 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.
- Assures effective interdepartmental communication and data sharing with Admissions, Assessment and Residency Match /GME planning.
- Prepare end of clerkship reports and documents as requested
- Serve on committees as assigned
- Serve as liaison between faculty, preceptors and students on a range of academic, administrative and/or personal issues as required.
- Be familiar with IT system support software and applications in the department
- Assure the team coordinates meetings and presentations, creates and distribute agendas for meetings and accurately records minutes of meetings and gatherings as requested
- 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.

**Qualifications/
Education:**

Education:

- Bachelor's Degree or equivalent education required.
- 3–5 year experience in Clerkship scheduling required
- Experience supervising a team of coordinators

Skills & 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;
- Commitment to diversity and inclusivity.

Compensation:

CHSU offers a competitive benefits and compensation package. Salary is commensurate with experience.

To learn more about our team, click [here](#).

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 MANAGER/DIRECTOR** in the subject field of the email.