

Job Title:**Director of Community Clinical Education, College of Osteopathic Medicine****Job Description:**

The Director of Community Clinical Education serves as the administrative leader of the Office of Community Clinical Education (OCCE), overseeing all logistics related to osteopathic medical students preparing for and participating in clinical clerkships. The Director is responsible for ensuring the quality of clinical rotations, managing and maintaining affiliation agreements, expanding clinical training opportunities, and ensuring alignment with clinical education goals. This role leads and supervises clinical education administrative staff, directs clerkship scheduling and organization, supports relationships with clinical sites, preceptors, and clerkship personnel, and maintains official clinical education records in accordance with university policies and clinical education guidelines.

Reports to:

Assistant/Associate Dean of Community Clinical Education

Classification:

Administration, Full Time, Exempt

Essential Duties:**Policy Oversight & Affiliation Agreement Management**

- Provides strategic leadership for the OCCE, directing policies, procedures, and operational workflows that support high-quality clinical education.
- Oversees the management, maintenance, and renewal of clinical affiliation agreements, ensuring alignment with accreditation standards, University policies, and clinical education objectives.
- Serves as a primary liaison with clinical partners, preceptor faculty, and administrative leaders at affiliated sites to support consistent program quality and address academic or administrative concerns.
- Ensures effective communication and data sharing with departments such as Admissions, Assessment, Academic Affairs, Registrar, Financial Aid, Business Office, and Graduate Medical Education (GME).
- Participates in assigned University committees and represents OCCE in internal and external collaborative efforts.

Clinical Rotation Operations & Student Support

- Directs the scheduling and coordination of early clinical experiences and all OMS-III/OMS-IV clerkships, ensuring all required site information, onboarding processes, applications, and orientations are completed.
- Ensures rotation schedules, site requirements, and clinical education expectations are accurately maintained in appropriate IT systems and software platforms.
- Oversees student communication processes, including presentations, newsletters, emails, and meetings, to ensure timely updates on rotations, policies, and clinical education requirements.
- Serves as a liaison for students and clinical preceptor faculty regarding academic, administrative, or personal issues related to clerkships and clinical experiences.
- Ensures high-quality rotational experiences by partnering with clinical sites, identifying needs, resolving issues, and supporting ongoing site engagement.

Administrative Oversight

- Prepares end-of-clerkship reports, analytics, evaluations, and related documents in support of program monitoring and continuous improvement.
- Assures accuracy in the high volume of processing invoices and preceptor payments towards a balanced budget.
- Ensures accurate, timely maintenance of clinical education data required for accreditation, compliance, and internal reporting.

- Supervises and develops OCCE administrative staff, ensuring effective workflow, clear communication, and coordinated meeting agendas, presentations, and minutes.
- Maintains working proficiency with OCCE and University IT systems and software relevant to clinical education functions.
- Completes all required University compliance training and participates in additional professional development as directed.
- Performs additional job-related duties and special projects as assigned.

**Qualifications/
Education:**

Education

- Master's degree or terminal degree in a related field preferred

Skills & Experience

- Five (5) or more years of experience managing and leading administrative teams in higher education or other professional services environments.
- At least five (5) years of experience in clinical education at an accredited medical school is strongly preferred.
- Two (2) or more years in UME/GME credentialing, scheduling, affiliation agreements, accreditation, reporting, or related areas
- Demonstrated leadership abilities with strong self-awareness, active listening skills, and the capacity to build trust and foster a positive team environment.
- Experience in the medical field or medical education preferred.
- Familiarity with higher education processes and medical terminology preferred.
- Strong written and verbal communication skills, including professional and timely email, telephone, and in-person communication.
- Proven ability to analyze issues, identify solutions, provide constructive feedback, and implement effective process improvements aligned with organizational goals.
- Ability to exercise sound judgment, maintain confidentiality, and demonstrate professionalism, discretion, and sensitivity.
- Excellent critical thinking, problem-solving, time management, and organizational skills, with the ability to manage multiple priorities and deadlines.
- Proficiency with a variety of technology platforms and strong working knowledge of Microsoft Office applications (Outlook, Excel, Word, PowerPoint).
- Exceptional attention to detail with the ability to prioritize tasks, track multiple projects, and ensure timely follow-up.
- Ability to anticipate needs, take initiative, and support efficient daily operations.
- Self-motivated and capable of working independently as well as collaboratively in a team environment.
- Public speaking skills are desirable.
- Strong research and analytical skills.
- Experience in developing forms, reports, and documentation.

Compensation:

CHSU offers a competitive benefits and compensation package. The expected salary range for this position is \$82,000 – \$115,000 annually; compensation is commensurate with experience.

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 **Director of Community Clinical Education** in the subject field of the email.

