

Job Title:**Program Coordinator, College of Osteopathic Medicine****Job Description:**

Under the supervision of the Assistant/Associate Dean of Graduate Medical Education (GME), the Program Coordinator will have key administrative responsibility for a residency program. The coordinator will possess exceptional interpersonal skills, enabling effective collaboration with a diverse range of professionals. The Program Coordinator will assist in implementing projects aligned with the development of CHSU's GME program. This includes networking with residency partners and overseeing important GME-related initiatives. Key responsibilities will encompass student career advising, managing the medical student performance evaluation process, organizing the residency fair, preparing for Match/SOAP, and collaborating on various projects with local and regional GME partners, all in support of CHSU's mission.

Reports to:

Assistant/Associate Dean of Graduate Medical Education, College of Osteopathic Medicine-
Graduate Medical Education

Classification:

Staff, Full Time, Non-Exempt

Essential Duties:*Residency Program Responsibilities*

- **Program Administration:** Coordinate the daily operations of the assigned residency program, ensuring compliance with ACGME, institutional, and departmental policies.
- **Accreditation Support:** Prepare for site visits and internal reviews by maintaining up-to-date documentation and assisting with ACGME accreditation and program requirements.
- **Resident Onboarding and Scheduling:** In collaboration with coordinators from affiliated residency sites in Central California, oversee the recruitment, onboarding, orientation, and scheduling of residents, including rotations, didactics, and call schedules.
- **Data Management:** Maintain resident records and databases (e.g., MedHub, New Innovations, ERAS, NRMP), ensuring accurate documentation of resident and faculty evaluations, duty hours, and milestones.
- **Communication Liaison:** Act as a central point of contact between residents, faculty, institutional GME offices, and external accrediting bodies. Will work with faculty to participate in the quarterly Clinical Competency Committee.
- **Event Coordination:** Organize and support residency-related events such as interviews, graduation, retreats, wellness activities, Match/SOAP, and educational conferences.
- **Compliance and Reporting:** Track and report resident compliance with licensure, certification, training, and institutional requirements (e.g., medical license, ACLS/BLS, HIPAA, OSHA).
- **Financial Coordination:** Assist with budget tracking, reimbursements, and coordination of educational funds and resident-related expenses.
- **Support for Program Director & Designated Institutional Officer (DIO):** Provide high-level administrative support to the Program Director and associate faculty in curriculum development, evaluations, and strategic planning.
- **Continuous Improvement:** Identify and implement process improvements to enhance program efficiency, resident experience, and administrative workflow.

CHSU GME Responsibilities

- In collaboration with the Assistant/Associate Dean of GME and/or their designee, the Program Coordinator will:
- Establish and maintain relationships with residency programs participating in the Annual Residency Programs Fair,

Qualifications/ Education:

- Coordinate faculty participation and training in Match/SOAP processes and planning.
- Provide student advising and mock interviews for 4th-year medical students.
- Review and edit Medical Student Performance Evaluation (MSPE)
- Networking with community GME/residency partners in GME development.
- Attend conferences and webinars where feasible and as appropriate.
- Participate in any GME-related projects as assigned by GME leadership.

Education:

- Associate degree or equivalent experience required.
- Bachelor's degree or higher preferred.

Skills & Experience:

- At least two (2) years of administrative office experience.
- Experience in the medical field or medical education preferred.
- Experience with residency program educational goals and milestones in the undergraduate or graduate medical education settings.
- Experience with ACGME accreditation standards & NRMP Match processes.
- 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.
- Exceptional oral, written, networking, and communication skills in dealing with medical students, trainees, and affiliated community partner institutions.
- 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 integrative community competence.
- Ability to work in a team environment or independently.
- Superior organizational skills and detail-oriented;
- Ability to systematically prioritize and complete multiple projects simultaneously 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.
- 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 and effective time management skills;
- Attention to detail and ability to prioritize duties;

Compensation:

CHSU offers a competitive benefits and compensation package. Salary range for this position is \$45,000 to \$63,000, with the maximum budgeted annual amount one can expect to be paid is approximately \$52,000. However, salary 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 **Program Coordinator** in the subject field of the email.

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