

**Job Title:****Graduate Medical Education Support Assistant, College of Osteopathic Medicine****Job Description:**

The Assistant provides support for, and coordination of the medical residency/medical student training programs supported by the University. The assistant serves as the primary liaison between CHSU and residency program staff at various locations. The position will assist in supporting relationships with clinical faculty preceptors, clerkship directors, residents in training and medical staff office personnel and students.

**Reports to:**

Assistant/Associate Dean for Graduate Medical Education

**Classification:**

Staff, Full Time, Non-Exempt

**Essential Duties:**

- Provide general administrative and clerical work including answering student/preceptor questions, assisting with internal/external correspondence, and basic office tasks
- Assist with logistics/onboarding process for Physicians Role in the Health System (PRHS) courses, in communication with Clinical Education, Graduate Medical Education Departments, and clinical community partners.
- Complete any administrative projects under the purview of GME/PRHS.
- 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.
- This position requires a comprehensive and detailed understanding of national Accreditation Council for Graduate Medical Education (ACGME) accreditation policies and procedures.
- Provide system support to department by assisting with data entry within Clinical Education Software
- Serve as liaison between faculty, preceptors, residents, and students on a range of academic, administrative and/or personal issues as required.
- Collaborate with other CHSU departments such as the Clinical Education team.
- Assist with planning 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, such as GME and CME, as assigned
- Participate in additional training as determined by the Assistant/Associate Dean
- Perform other job-related duties and special projects as assigned.

**Qualifications/  
Education:****Education**

- Associates Degree or equivalent education or equivalent work experience required.

**Skills & Experience**

- Three (3) years of office, educational, or healthcare administration is required.
- Strong ability to coordinate schedules, prioritize heavy workload and maintain an organized work environment is required.
- Ability to handle confidential and sensitive information (including both learner and patient information) with absolute confidentiality is required.
- Knowledge of Accreditation Council for Graduate Medical Education (ACGME) rules and regulations is required within six

(6) months of hire.

- 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.
- Self-motivated, and able to work independently with minimal supervision.
- Familiarity with higher education process and medical terminology desirable;
- Knowledge of form and report development;
- Advanced PC knowledge and skills; proficiency with all Microsoft Office, including Outlook, Excel, Word, PowerPoint, etc.;
- Efficient organizational and time management skills;
- Attention to detail and able to prioritize duties;
- Ability to work independently and within a team environment
- Commitment to diversity and inclusivity.

**Compensation:**

CHSU offers a competitive benefits and compensation package. Salary range for this position is \$17.79 - \$24.04, 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](mailto:careers@chsu.edu) and type **Graduate Medical Education Support Assistant** in the subject field of the email.

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