

Job Title:**Project Manager, College of Osteopathic Medicine****Job Description:**

The Projects Manager role is integral to the planning, coordination, and execution of key projects within the Office of Graduate Medical Education (GME). The incumbent will report directly to the Assistant/Associate Dean of Graduate Medical Education and support the strategic development and operational excellence of CHSU's residency and graduate medical education initiatives.

Reports to:

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

Classification:

Staff, Full Time, Exempt

Essential Duties:

- Support to Students and GME Committee: Provide individualized support to medical students in the residency application process, including organizing and assisting the GME committee in conducting mock interviews, reviewing CVs, Noteworthy Characteristics, and personal statements. Assist in monthly or bimonthly debrief and/or clinical education days to guide students towards residency preparedness.
- Academic Support Processes: Oversee the preparation and review of the Medical Student Performance Evaluation (MSPE).
- Residency Match Support: Support students in their efforts to participate in SF Match, Urology Match, Military Match, and Main NRMP Match as well as the Supplemental Offer and Acceptance Program (SOAP).
- Event Coordination & Management: Lead the planning and execution of the following, ensuring timely coordination with internal and external stakeholders:
 - CHSU Annual Residency Fair,
 - Military Match,
 - SOAP Week, and
 - General NRMP Match Day.
- GME Research: Participate in any GME-related grants and research projects aligned with the mission and vision of CHSU.
- Data and Compliance Management: Maintain accurate records and data in alignment with ACGME and NRMP standards. Ensure timely and compliant submissions using appropriate portals and tools, including annual AACOM surveys.
- Technology and Reporting: Utilize Microsoft Office Suite (especially Excel), Qualtrics, and other institutional platforms to track progress, develop reports, conduct surveys, and support department-wide/school-wide strategic decision-making.
- Stakeholder Engagement: Serve as a liaison between the GME and other CHSU departments, clinical sites, and partner institutions to promote effective communication and collaboration to ensure optimal student success.
- Other: Manage other special projects and outreach initiatives assigned by the Assistant/Associate Dean of GME, including those aimed at expanding GME partnerships and residency development within the Central Valley and beyond.
- Maintains a regular on-campus presence and fulfills occasional evening or weekend responsibilities to accommodate events or project deadlines.

Qualifications/ Education:

Education:

- Bachelor's Degree required, with significant relevant experience in graduate medical education considered in lieu of an advanced degree.
- Master's Degree in Education, Healthcare Administration, Public Health, or a related field preferred.

Skills & Experience:

- One to three years of experience in graduate medical education, residency coordination, or a similar healthcare-related administrative role.
- Strong familiarity with ACGME and NRMP standards, systems, and processes.
- Experience with data collection, management, and reporting.
- Experience advising medical students on career readiness and application materials preferred.
- Previous project manager or coordinator experience preferred.
- Ability to work well in diverse interdisciplinary team settings to effect change in overall student success.
- Exceptional project management and organizational skills.
- Strong mentoring and coaching skills in working with students on professional development.
- Ability to handle sensitive and confidential information with discretion.
- Capacity to work independently and collaboratively in a dynamic academic environment.
- 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.
- Ability to systematically prioritize and complete multiple projects simultaneously and work with deadlines; keep track of multiple projects and ensure timely follow-up
- Ability to maintain confidentiality, exercise good judgment, and act professionally, sensitively, and with a high level of discretion
- Advanced PC knowledge and skills; proficiency with all Microsoft Office, including Outlook, Teams, Excel, Word, PowerPoint, etc.
- Proficiency in Qualtrics and data systems related to GME operations.

Compensation:

CHSU offers a competitive benefits and compensation package. Salary range for this position is \$64,250-\$90,000 with the maximum budgeted annual amount one can expect to be paid is approximately \$85,000, 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 **Project Manager** 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.