

Job Title:**Scheduling and Records Coordinator, University****Job Description:**

Under the direction of the Registrar, the Scheduling and Records Coordinator will manage the overall registration functions for students in the clinical phase of the Osteopathic Medicine program. This position oversees and ensures accuracy in the scheduling of required courses, clerkships, and electives for degree completion. This position works in conjunction with the Office of Community and Clinical Affairs.

Reports to:

Registrar, Office of Registrar

Classification:

Staff, Full Time, Non-Exempt

Essential Duties:

- Oversee and manage the registration of clerkships and electives in the student management system (SONIS) for OMS III & OMS IV students.
- Serve as the liaison between the Registrar's Office and COM Clinical Affairs.
- Assist in the development of procedures and processes for the management of students in the basic and clinical phases of their educational program.
- Assist in updating and revising the Student Clerkship Manual.
- Ensure grades are submitted in a timely manner for 3rd & 4th year COM students.
- Enter COMLEX scores in the student management system (SONIS).
- Assist in the training of potential new hires for the Clinical Affairs department.
- Assist the Office of Community and Clinical Affairs with course/rotation updates.
- Work in collaboration with Clinical Coordinators in resolving scheduling issues.
- Maintain student records within FERPA guidelines.
- Respond to student inquiries concerning rotations.
- Assist in uploading documents for AAMC VSLO/ERAS systems for COM students.
- Assist with licensing requirements for State Boards.
- Assists in processing student requests for official transcripts and enrollment/degree verifications.
- Other duties as assigned in the daily operation of the Registrar's Office.

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

- Bachelor's degree
 - Other equivalent combination of education and experience may be considered.

Skills & Experience:

- Scheduling experience within a medical school or a higher education institution preferred.
- Solid planning, analytical, organizational, and strategic thinking skills. Must be detail oriented.
- Demonstrated ability to exercise sound judgement, prioritize tasks, and anticipate and problem-solve issues as they arise.
- Experience working with student records systems preferred.
- Strong interpersonal, oral and written communication skills. Ability to communicate, interact and work effectively and cooperatively with students, faculty and staff.
- Knowledge of FERPA.

Compensation:

CHSU offers a competitive benefits and compensation package. Salary range for this position is \$23.00 - \$32.25 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 **Scheduling and Records 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.