



## Clerkship Coordinator

<b>Title:</b>	Clerkship Coordinator
<b>Classification:</b>	Full Time, Non-Exempt, 1.0 FTE
<b>Salary:</b>	\$22.00/hour
<b>Closing Date:</b>	Open until Filled

### Description:

Clerkship Coordinator, Staff Position, California Northstate University College of Medicine (CNUCOM), Elk Grove, CA. This position will be responsible for the coordination of clerkship activities and working with faculty in the community, as well as providing support for accreditation-related CNUCOM functions.

### Responsibilities:

- The administrative assistant provides administrative support to the College of Medicine, Clerkships and other Dean/Administrative-level and/or faculty positions, as assigned. This may include but is not limited to: maintenance of the schedules, obtaining and providing relevant information for scheduled appointments, and travel arrangements, documentation preparation, letter writing, coordinating the preparation of events and large-scale meetings hosted by or involving the College, purchasing, etc.
- The incumbent must be detail-oriented, able to work under pressure, meet deadlines, prioritize tasks, and demonstrate excellent customer service and interpersonal and communication skills.
- The administrative assistant will maintain task assignments and their functions, arrange inter-office communications, meet and greet visitors, direct inquiries to appropriate personnel, schedule, attend, and take minutes for assigned committee meetings, and provide support in assigned project-based work.
- The incumbent must be able to maintain confidentiality when working with sensitive materials.
- Excellent computer skills (MS suite) and writing skills (Memo's, Letters, Notes, etc.) are expected.
- Support all clerkship-related activities of Clerkship Directors, including but not limited to student rotation assignment, scheduling, assessment, didactics. etc.
- Support all clerkship-related activities of Clinical Department Chairs, including but not limited to communications with preceptors, handout preparation, meeting scheduling, etc.
- Support the development and implementation of existing and new clerkships for CNUCOM while supporting the activities of CNUCOM leadership with clinical faculty.
- Maintain a roster of CNUCOM affiliated institutions and physicians, as related to each department and clerkship, and keep track of activities related to student teaching.
- Support faculty recruitment among local physicians in the community.
- Maintain working knowledge of accreditation requirements of state, regional and national organizations as relevant for clerkships.
- Support WASC and LCME accreditation activities.
- Other duties as assigned.



## Clerkship Coordinator

### Qualifications:

- Bachelor's degree in Business required
- Experience with electronic databases necessary
- Experience in higher education environment preferred
- Ability to work effectively in an inter-disciplinary environment

### Qualities:

- Exceptional interpersonal communication skills
- Commitment to professional excellence
- Attention to detail and meeting deadlines
- Maintaining confidentiality as required by HIPAA, FERPA and other regulations

### Reporting:

The Clerkship Coordinator will report directly to the CNUCOM Chair of Clinical Medicine Department. The incumbent will also work with Dean-level leadership, clerkship directors, and clinical faculty.

## HOW TO APPLY

**Please follow the instructions below. Applications will be reviewed upon receipt and only completed applications will be reviewed.**

***For full consideration, candidates must provide the following items in one document:***

1. Curriculum vitae/resume with at least three references.
2. A cover letter articulating how their knowledge, experience, and beliefs have prepared them to function in support of California Northstate University's vision and mission statements.
3. Transcripts showing date of degree conferral; Unofficial transcripts are okay

**\*Please email all documents to [hr@cnsu.edu](mailto:hr@cnsu.edu) with the subject:  
"Clerkship Coordinator, College of Medicine"**