

Clerkship Coordinator II – California Northstate University College of Medicine, Elk Grove, California, USA

Closing Date:

Open until filled

Description:

Clerkship Coordinator II, Staff Position, California Northstate University College of Medicine, 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.

Effort:

1.0 FTE, full time, non-exempt \$22.00/hr.

Responsibilities:

- 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.
- The Clerkship Coordinator II 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 Clerkship Coordinator II 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, proctor exams when requested, 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 WASC and LCME accreditation activities.
- Other duties as assigned.

Qualifications:

- Bachelor's degree 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
- Well-developed teamwork 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 II 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.

Applications will be reviewed upon receipt. For full consideration, candidates should provide curriculum vitae with at least three references. All candidates are asked to provide 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.

Please submit your cover letter, curriculum vitae, list of references, and any additional information to hr@cnsu.edu. Review of applicants will begin immediately and will continue until positions are filled.

California Northstate is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply.