

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

Description:

The *Clerkship Coordinator II* at California Northstate University College of Medicine (CNUCOM) is a staff position responsible for coordinating clerkship activities and managing both M3 and M4 student rotations. This position involves collaborating with faculty, preceptors, and clinical site representatives in the community, supporting clerkship directors, and providing key support for CNUCOM accreditation functions. In addition to the duties assigned to Clerkship Coordinator I, Clerkship Coordinator II is tasked with managing the added complexity and unique requirements of M4 rotations.

Effort:

1.0 FTE, full time, non-exempt, \$28-35.00/hr.

Responsibilities:

The *Clerkship Coordinator II* will support and execute a wide range of responsibilities, including but not limited to:

M3 Clerkship Responsibilities:

- Facilitate all clerkship-related activities for M3 students, including rotation assignments, scheduling, assessment support, and didactic management.
- Support the development and implementation of existing and new clerkship sites for CNUCOM and assist in faculty recruitment among local physicians.
- Maintain accurate rosters of CNUCOM-affiliated institutions and physicians, ensuring alignment with CNUCOM accreditation and reporting requirements.
- Serve as a proctor for College of Medicine (COM) examinations, ensuring adherence to testing protocols, maintaining exam security, and providing appropriate support to students during assessments.
- Provide administrative support to the College of Medicine, clerkships and other Dean/Administrative-level and/or faculty positions, as assigned, including schedule maintenance, documentation preparation, event planning, and purchasing.

M4 Clerkship Responsibilities:

- Coordinate onboarding for M4 students' rotations, including electives and sub-internships.
- Communicate onboarding requirements from clinical sites to students and gather required documentation.
- Assist students with home electives, away electives, and sub-internship placements, noting the variability in scheduling (2-4 weeks) and fluidity within the M4 academic year.
- Track and update rotation schedules, maintaining frequent communication with students across various rotation sites.
- Coordinate the collection of student evaluations from clinical sites.
- Record grades provided by the clerkship directors in CAMS, ensuring alignment with course naming conventions.

- Facilitate processing of letters of recommendations, both outgoing and incoming letters, used for away / Visiting Student Learning Opportunities (VSLO) rotations and for residency applications.
- Participate in invoicing and payment processing for preceptors at clinical sites, as appropriate.
- Other duties as assigned

Qualifications:

- Bachelor's degree required.
- Experience with electronic databases and academic scheduling platforms (e.g., CAMS, MedHub).
- Experience in higher education or clinical settings preferred.
- Ability to work collaboratively in an inter-disciplinary environment.

Qualities:

- Excellent interpersonal communication and teamwork skills.
- Strong organizational and multi-tasking abilities with attention to detail.
- Commitment to professional excellence, confidentiality, and adherence to HIPAA, FERPA, and other regulations.
- High proficiency with computer software (MS Suite) and strong writing skills (memos, letters, meeting minutes).

Reporting:

The *Clerkship Coordinator II* will report to the Clerkship Supervisor and be accountable to the Chair of Clinical Education, collaborating with clerkship directors, the Electives and Sub-Internship Director, and other CNUCOM 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.

Interested applicants: please follow the below link to our Indeed employer page. Select 'jobs' and follow steps to submit an application.

[CNU Jobs on Indeed](#)

Equal Opportunity Employer Statement

California Northstate University is an equal opportunity employer (EEO) to all, regardless of age, ancestry, association with a member of a protected class, bereavement leave, cannabis use, color, disability (physical, intellectual/developmental, or mental health/psychiatric.), Family Care and Medical Leave (CFRA) related to serious health condition of employee or family member, child bonding, or military exigencies, gender identity or expression, genetic information or characteristic, marital status, medical condition (cancer or genetic characteristic), military and veteran status, national origin (includes language restrictions), participation in an EEO protected activity, pregnancy, childbirth, breastfeeding, or related medical conditions, Pregnancy Disability Leave (PDL), race

(includes hairstyle and hair texture), religious creed (includes dress and grooming practices), reproductive health decision making, reproductive loss leave, sex/gender, and sexual orientation.