



Clerkship Coordinator I - California Northstate University, College of Medicine, Elk Grove, California, USA

POSITION TITLE: Clerkship Coordinator I
REPORTS TO: Chair of Clinical Medicine
WORK SCHEDULE: 1.0 FTE, Full Time, Non-Exempt
SALARY: \$25.00/hr
CLOSING DATE: Open until filled

JOB SUMMARY:

Clerkship Coordinator I, 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.

MAIN RESPONSIBILITIES:

- Support all clerkship activities within the College of Medicine.
- 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.
- Support 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.
- Arrange and proctor student exams.
- 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.

MINIMUM QUALIFICATION:

- Bachelor's degree
- 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.

SUPERVISORY RESPONSIBILITIES: None

REPORT:

The Clerkship Coordinator I will report directly to the CNUCOM Chair of Clinical Medicine Department through the Clerkship Coordinator Supervisor. This position also works with Dean-level leadership, clerkship directors, and clinical faculty.

BENEFITS:

- Medical, Dental, and Vision
- Vacation
- Sick
- Company Holiday Pay
- 401K and matching
- Professional Development
- Pet Health Insurance
- Employee Discounts to movies, theme parks, concerns, sporting events, and gym membership

Applications will be reviewed upon receipt. For full consideration, candidates should provide resume 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, resume, list of references, and any additional information to hr@cnsu.edu . Review of applicants will begin immediately and will continue until position is filled.

California Northstate University is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply. For inquiries, please contact us at: **e-mail:** hr@cnsu.edu and/or **telephone:** (916) 686-7400.