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## AHMC Clerkship Coordinator-Staff, California Northstate University College of Medicine, AHMC- Los Angeles, CA

**Job Classification:** Part-time, non-exempt \$20.00/hr

**Closing Date:** Position open until filled

**Review of Applications:** Reviewed upon receipt

**Anticipated Start Date:** August 2018

**Reporting Responsibility:** This position will report to the Assistant Dean for Clinical Medicine at AHMC

**Job Details:** This position will be located at AHMC in Los Angeles, working part-time to support California Northstate University, College of Medicine clerkship activities on site. This position will be responsible for the coordinator of clerkship activities and working with faculty in the community, as well as providing support for accreditation related CNUCOM functions.

### **Responsibilities:**

The AHMC Clerkship Coordinator's specific responsibilities include, but are not limited to:

1. The Clerkship Coordinator 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.
2. 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.
3. The Clerkship Coordinator 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.
4. The incumbent must be able to maintain confidentiality when working with sensitive materials.
5. Excellent computer skills (MS suite) and writing skills (Memo's, Letters, Notes, etc.) are expected.
6. Support all clerkship-related activities of Clerkship Directors, including but not limited to student rotation assignment, scheduling, assessment, didactics. etc.
7. Support all clerkship-related activities of Clinical Department Chairs, including but not limited to communications with preceptors, handout preparation, meeting scheduling, etc.
8. Support the development and implementation of existing and new clerkships for CNUCOM while supporting the activities of CNUCOM leadership with clinical faculty.



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9. 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.
10. Support faculty recruitment among local physicians in the community.
11. Maintain working knowledge of accreditation requirements of state, regional and national organizations as relevant for clerkships.
12. Other duties and functions as assigned.

**Additional Requirements:** Possession of a valid California Class C Driver's License may be required. Independent travel between work sites, or facilities may be required.

**Knowledge and skills:** Office practices and procedures; public contact techniques; office equipment operation; advanced data collection and compilation techniques; document formatting techniques; standard office automation software; automated and manual records management practices; clerical work methods review and measurement techniques; purchasing procedures; English usage and grammar

**Qualifications:**

- A Bachelor's degree or equivalent is required
- Three years of experience in executive level support preferred
- Experience in higher education preferred
- Excellent written and oral communication skills
- Excellent typing and transcribing
- Strong organizational skills to perform and prioritize multiple tasks easily with excellent attention to detail
- Excellent interpersonal skills and the ability to successfully interact with faculty, staff, and students at California Northstate University and the community
- Ability to problem-solve with strong decision-making capability
- Demonstrated ability to work effectively in teams as well as independently
- Proven ability to handle confidential information with discretion
- Demonstrated ability to achieve high performance goals and meet deadlines
- Actively seeks opportunities and proposes solutions; forward thinker; Adaptable to the various competing demands/priorities

**Applicants should submit:**

- Cover letter of interest that addresses qualifications, experience and career goals
- Resume/CV
- Names, addresses, and telephone numbers of at least three (3) professional references

Please send application materials to the HR Department at [hr@cnsu.edu](mailto:hr@cnsu.edu), or California Northstate University, 9700 West Taron Drive, Elk Grove, CA 95757.

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