

Wright State University
CLASSIFIED JOB SPECIFICATION
Medical Student Education Coordinator

I. JOB INFORMATION

Job Title: Medical Student Education Coordinator (CS 04)

Job Class: 31135 **FLSA Status:** Non-Exempt

II. JOB SUMMARY

Under general direction and using independent judgment, coordinates departmental activities for Biennium I and II medical students. Provides comprehensive information to physicians regarding student assignments and rotations.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Assigns and coordinates student activities and rotations at specific sites.
- Addresses problems involving some policy interpretation related to interoffice procedures and student concerns.
- Proctors medical student tests/exams.
- Processes exams and prepares paperwork for grading. Maintains course filing system.
- Handles a variety of problems that are recurring in nature and determines specific action.
- Provides information to department unit and/or students requiring detailed knowledge of area of responsibility.
- Prepares and initiates routine and non-routine correspondence, memoranda, and reports; enters data in a database program. Processes travel vouchers, schedules meeting, appointments and coordinates luncheons.
- Assists in recruitment of clinical faculty for ambulatory rotation sites. Coordinates student academic sessions.
- Provides clerical support and/or general clerical tasks (e.g. sorts mail, answers phones, edits materials, formats journals, articles and sensitive materials).

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

Two years of post-secondary education and one year of (FT) related work experience OR, a high school diploma or GED and three years of related work experience. A bachelor's degree in a related field may be substituted for the required work experience. Strong interpersonal, communication and organizational skills. Ability to oversee and plan several activities occurring

simultaneously. Ability to maintain accurate records. Thorough knowledge and skills to utilize current office equipment and a variety of complex software packages. Ability to calculate basic math.

V. WORKING CONDITIONS

Typical office environment.

VI. WSU TESTING/EXAMINATIONS REQUIRED

Business Vocabulary, Business Grammar, Business Spelling. Word-Standard, Spreadsheet-Standard (optional)

Keyboarding (optional).

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

VIII. JOB SERIES

31130

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.