

Wright State University
CLASSIFIED JOB SPECIFICATION
Medical Residency/Fellowship Coordinator

I. JOB INFORMATION

Job Title: Medical Residency/Fellowship Coordinator (CS 16)

Job Class: 31134

FLSA Status: Non-Exempt

II. JOB SUMMARY

Under general direction provides support for and the day-to-day coordination of educational and departmental activities for the residency-training program or facilitates the administration of the fellowship programs. Serves as the liaison to residents, faculty, hospital staff, administrators, and other health care professionals. The position requires one to serve as an assistant to the program director, independently prioritize work, and establish procedures and systems.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Compiles and submits reports to specialty committees, boards and other national organizations. Ensures resident compliance with established policies and procedures, and prepares orientation materials for residents and faculty.
- Maintains resident (fellow) files, coordinates schedules, generates evaluations. Facilitates recruitment of fellows, coordinates interviews, and tracks rotations.
- Maintains and refines system for residents, faculty, and clinical rotations. Creates and maintains system for receiving all evaluations and for releasing feedback to appropriate individuals. Handles confidential materials and tracks alumni programs.
- Assists in the development of recruitment strategy. Screens applicants based on program directors guidelines. Handles all correspondence from candidates. Schedules interviews, tours, and meals pursuant to departmental policy.
- Maintains applicant files, correspondence, and documentation.
- Maintain records, schedules meetings and conferences, takes minutes, orders supplies, pays bills, and computes costs.

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

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

A high school diploma or GED and four years (FT) of related work experience OR, two years of post-secondary education and two years of (FT) related work experience OR, a bachelor's degree in a related field and one year (FT) of related 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

None

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.