



Position Description

Job Title: Administrative Assistant for Surgery, Psychiatry and Emergency Medicine	
Department: Clinical Affairs	Date: March 2024
FLSA: Non-Exempt	Work Location: Louisiana Campus
Employee Category: Classified Staff	Work Schedule: M-F, 8a – 5p
Reports to: Discipline Chairs for Surgery; Psychiatry, and Emergency Medicine, and Associate Dean for Clinical Affairs	Percent Employment: 100%
Direct Reports: N/A	

- I. **Job Summary:** Working under the supervision of the Discipline Chairs for the departments of Surgery, Psychiatry, and Emergency Medicine the full-time Administrative Assistant performs a wide range of administrative and office support activities for the department and/or supervisors to facilitate the efficient operation of the organization. Provide quality administrative support by displaying sound judgment, accuracy, diplomacy, confidentiality and discretion.
- II. **Job Duties:**
- a. Coordinate and maintain student and preceptor records for all departments, which include, but not limited to, rotation schedules, rotation exam grades, student rotation logs, and preceptor files.
 - b. Work closely with Clinical Affairs personnel regarding student rotation schedules and exams.
 - c. Interact with rotation site coordinators.
 - d. Communicate on a monthly basis with third year students regarding their upcoming rotations.
 - e. Coordinate site visits and conference calls with core site preceptors (actual site visit once each year, and followed by a conference call approximately six months later; to include preparation of meeting documents - agenda, composite evaluation on preceptors, and other necessary materials).
 - f. Ensure submission of all necessary faculty credentialing information (CV, state license, board certificate, etc.). Assist the Department of Clinical Affairs and the Site Coordinators in obtaining all documentation required for the appointment and reappointment of physicians within the departments. Work with the respective Chairs to ensure they contact any new clinical faculty members and assist them in providing the Chair letter of recommendation when required.
 - g. Maintain and update office Outlook calendar for each department chair to coordinate work flow (lectures, meetings, site visits, labs, etc.)
 - h. Assist the Chair in the ongoing monitoring of and revision of both 3rd and 4th year department website and portal to ensure all information is of high quality, accurate and up to date.
 - i. Assure that each individual clinical site's instructions are kept updated and accurate for student reference.
 - j. Input all end of rotation exam questions into ExamSoft software. Assist the chair in the evaluation of exam performance statistics and in posting any modifications to exam questions based on the statistical data provided.

- k. Create and modify documents using word processing, spreadsheet, database and/or other presentation software such as Microsoft Office, including (but not limited to) site instructions, and yearly department newsletter.
- l. Assist in special events, such as VCOM Hospital Day, White Coat Ceremony, and Graduation.
- m. Perform other duties as assigned in order to support the Department of Emergency Medicine, Department of Surgery, Director of Simulation, Department of Clinical Affairs, and VCOM.
- n. Works as needed in Medical Education, Biomedical Affairs, Simulation Center, and Post Graduate Affairs.

III. **Required Qualifications:**

Education: Bachelor's or Associate's Degree, or equivalent experience.

Licensure or certification: n/a

Experience: One to three years prior experience in office management preferred

Skills required for this position:

- Knowledge of principles and practices of basic office management and organization, including information gathering and monitoring
- Be highly organized, detailed-oriented and able to multi-task in a fast-paced environment
- Ability to work well either alone or as part of a team
- Excellent interpersonal and communications skills
- Strong team player
- Commitment to organization's values
- Knowledge of Microsoft Office, telephone protocol, and email applications
- Excellent customer service skills in dealing with executive level administrators, physicians, business executives, and faculty and professional students

Preferences are given to candidates who have experience with medical terminology and operation of medical education protocol and operations.

Successful candidate will be subject to a criminal history background check.

Regular, reliable or predictable attendance is an essential function of the job.

- IV. **Working Conditions and Efforts:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position requires a rapid pace, some days with long hours to meet expectations, long distance driving to rural sites, and the ability to organize, interpret, and utilize a large volume of information.

Physical demands: While performing the duties of this job, the employee is required to ambulate (may be with use of assisted devices); sit, stand (or accommodate for standing); use hands and vision for teaching; use office equipment such as computers; speak to large and small groups of individuals for teaching; perform moderate telephone and poly-com communication/usage; occasionally be required to lift and/or move up to 50 pounds; drive distances up to five hours or to fly on occasion to other campuses or meetings.

Work environment: Office environment. Outside travel required 0% to 5% of time. The noise level in the work environment is usually minimal, however the reception area with frequent visitors, phone calls and discussions may be distracting.

This position is classified as a non-exempt position because it does not require that the candidate/employee exercise independent judgement and discretion regarding matters of significance.

Employment with VCOM is “at-will”. This means employment is for an indefinite period of time and it is subject to termination by the employee or by VCOM, with or without cause, with or without notice, and at any time. Nothing in this position description or any other policy of VCOM shall be interpreted to be in conflict with or to eliminate or modify in any way, the “at-will” employment status of VCOM employees.

- V. **VCOM Core Values:** The employee is expected to adhere to all VCOM policies. As the environment is a professional college, VCOM faculty / staff are expected to dress and behave in a professional manner at work. VCOM faculty / staff are expected as VCOM employees, to be a person who obeys all laws and professional expectations of an upstanding citizen of the community. VCOM expects all employees to maintain a positive attitude in all working relationships with all VCOM departments, employees, medical students, prospective medical students, interns, and residents and to treat all other engaged in the duties of the employment, with mutual respect.

I am notified that the College is an equal opportunity employer and does not discriminate on the basis of age, sex, sexual orientation, ethnicity, religion, or disability.

I have been made aware of the College’s most recent campus safety report, the location of the college policies and procedures document, and the appropriate handbook for my position. I recognize my responsibility to be aware of the policies and procedures and I am in agreement to follow the policies and procedures as written.

I have read and understand this explanation and job description. I also understand that the job duties and description or the existence of the need for the position may be changed at any time as required by the College where growth of the institution or change in direction for the institution may change the duties of my department or the need for the position.

Employee Signature: _____ Date: _____

Approvals:

Division Officer: _____ Date: _____

Campus Dean: _____ Date: _____

President/Provost: _____ Date: _____