



Position Description

Job Title: Administrative Assistant for Family Medicine, Rural Primary Care & OB-GYN	
Department: Clinical Affairs	Date: February 2026
FLSA: Non-Exempt	Work Location: Carolinas Campus
Employee Category: Classified Staff	Work Schedule: M-F, 8a – 5p
Reports to: Discipline Chairs for Family Medicine, Rural Primary Care & OB-GYN; Associate Dean for Clinical Affairs	Percent Employment: 100%
Direct Reports: N/A	

I. **Job Summary:** Working under the supervision of the Chairs for the departments of Family Medicine, Rural Primary Care and OB-GYN, 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:**

1. 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.
2. Work closely with Clinical Affairs personnel regarding student rotation schedules and exams.
3. Interact with rotation site coordinators.
4. Communicate on a monthly basis with third year students regarding their upcoming rotations.
5. 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).
6. 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 of Family Medicine, Rural Primary Care and OB-GYN. 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.
7. Maintain and update the office's Outlook calendar for each department chair to coordinate work flow (lectures, meetings, site visits, labs, etc.)
8. 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.
9. Assure that each individual clinical site's instructions are kept updated and accurate for student reference.
10. 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.

11. 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.
12. Support the Chair for Rural Primary Care in coordinating and executing the Early Clinical Experience Course — Serve as the primary administrative lead for course logistics, including developing/maintaining the course schedule and tracking student participation/ evaluations.
13. Assist the Domestic Outreach Team with planning and running weekly community outreach events — Act as a point of contact for community partners; recruit and schedule volunteer physicians and student participants; prepare clinical and educational supplies; manage communications (invitations, reminders, and follow-up) across email and collaboration platforms; assist the Director of Domestic Outreach with documentation of event outcomes and participant feedback for the development post-event summaries
14. Assist in special events, such as VCOM Hospital Day, White Coat Ceremony, and Graduation.
15. Perform other duties as assigned from time to time by the Associate Dean, the Dean, or the Provost.

III. Required Qualifications:

- Bachelor's or Associate Degree, or equivalent experience.
- Licensure or certification: None
- 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 applicants who have the following skills or attributes: 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.