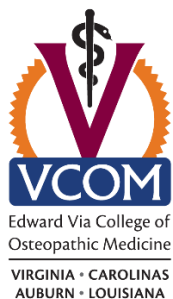


Position Description



| | |
|---|---------------------------------------|
| Job Title: Coordinator for International & Appalachian Outreach | |
| Department: International & Appalachian Outreach | Date: June 2026 |
| FLSA: Non-Exempt | Work Location: Virginia Campus |
| Employee Category: Classified Staff | Work Schedule: M–F, 8a – 5p |
| Reports to: Vice President for International & Appalachian Outreach; Director for International Programs | Percent Employment: 100% |
| Direct Reports: N/A | |

I. **Job Summary:**

The Coordinator for International & Appalachian Outreach performs a wide range of administrative and office support activities for the department and supervisors to facilitate efficient operations. They provide quality administrative support by displaying sound judgment, accuracy, diplomacy, confidentiality, and discretion.

II. **Job Duties:**

- a. Manage International Outreach Alumni Relations by updating list of alumni, applications for trips, and placement of trips. Send Qualtrics to alumni to generate interest and availability in serving as a preceptor on mission trips.
- b. Keep track of preceptors who go on mission trips and inform CME director of participation to give credit. Send thank you letters to preceptors in July (January-June) and January (July-December).
- c. Responsible for all departmental budgetary expenditures to include credit card log, finances, travel reimbursements, and wire transfers to international sites. Use VCOM accounting software, Concur, to code and track all expenditures.
- d. Assist with updating master files for each trip which include one-week mission trips. materials, student files and preceptor records.
- e. Work closely with International Outreach personnel on international mission trips and international rotations.
- f. Interact with international mission trip/rotation site coordinators.
- g. Assist with communications, such as taking pictures, videos and preparing presentations.
- h. Schedule staff meetings and take and disseminate minutes.
- i. Make phone calls, send emails and other duties to help with travel arrangements and scheduling. Utilize CTP for making airline reservations.
- j. Assist with patient chart data entry/management, post-trips.
- k. Assist the director with pre-trip and post-trip surveys.
- l. Create and track inventory of equipment and order supplies needed.
- m. 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.
- n. Assist in special events, such as VCOM Orientation, Pre-trip Orientation, Pre-departure meetings, VCOM Open House, and other events when International Outreach is invited.
- o. Perform other duties as assigned to support the Department.
- p. Assist with front desk coverage at noon in main building (once per month).

III. **Required Qualifications:**

- Spanish-speaking
- Education: Bachelor's 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: Spanish-speaking, 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 accommodation 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 5% to 10% of time. The noise level in the work environment is usually minimal.

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, disability, or protected veteran status.

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: _____