



Position Description

Job Title: Administrative Assistant for OMS4	
Department: Clinical Affairs	Date: July 15, 2026
FLSA: Non-Exempt	Work Location: Virginia Campus
Employee Category: Classified Staff	Work Schedule: M–F, 40 hrs/wk
Reports to: Associate Dean for OMS IV and GME	Percent Employment: 100%
Direct Reports: None	

I. Job Summary: Supports the day-to-day operations of the OMS4 Division.

II. Job Duties:

1. Provide administrative support to the Associate Dean for Graduate Medical Education. This may include preparing and submitting purchase and travel reimbursements for the Associate Dean and Director and assisting with travel arrangements and conference registrations.
2. Maintain and update office Outlook calendar for the AD to coordinate workflow (lectures, meetings, site visits, labs, etc.)
3. Provide administrative support and assistance to support and provide regular review of student scheduling and data management
 - Receive, filing, entering OMS4 rotation evaluations on VLMS
 - Review evaluations monthly for key word search
 - Create reports to assist with identifying and requesting missing evaluations
 - Following review and approval from the Associate Dean of OMSIV and the Director of OMSIV rotations, assist in schedule entry
 - Assist in running monthly rotation reports for reviews with Associate Dean and Director of OMS4 rotations to review confirmed rotations and to assess compliance with graduation requirements
 - Assist in releasing applications on VSLO following approval of the Director of OMSIV rotations
 - Assist in generating reports for fall and spring grades for Associate Dean and Director of OMS4 review
 - Assist in creating required documents and folders to support student applications for rotations -Assist in creating Letters of Intent for rising class of 4th years
 - Assist the Associate Dean and OMS4 Director in generating graduation clearance reports to forward to the registrar
 - Ensure student completion of Professional Development Syllabus requirements and reach out to students missing requirements
4. Support staff in assigned project-based work.
5. Utilize Microsoft Word, Excel, PowerPoint, Outlook, and the Internet proficiently for creating documents, reports, surveys, data bases.
6. Assist with coordination of virtual residency fair/in person residency fair
7. Assist with the development, implementation, and assessment of a comprehensive advising program for career advising and residency preparation.

8. Assist with student advising/mentorship/personal statement review and mock interviews
9. Coordinate End of Year testing week and the Student Clinician Symposium.
10. Assist with OMS4 rotation development including faculty appointment and identification and promotion of possible fourth year rotation opportunities.
11. Become familiar with and adhere to College policies and FERPA guidelines.
12. Support the national residency match, VCOM Hospital Day, Graduation and White Coat ceremonies and assist with planning as requested.
13. Perform other duties as assigned by the Associate Dean of OMS4, including collaboration with other VCOM campuses.
14. Perform other duties as assigned to support the Associate Dean of GME

III. Required Qualifications:

Education: Associates degree is preferred or combination of college level coursework and work experience. Bachelor's degree preferred.

Licensure or certification: None required

Experience: A minimum of three years of office experience and/or experience working with physicians and medical professionals

Other skills which are important to 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.

The successful candidate will be subject to a criminal history background check.

Regular, reliable or predictable attendance is a required 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.

Physical demands: While performing the duties of this job, the employee is occasionally required to sit; use hands and vision for office equipment such as computers; talk or hear; moderate telephone usage. The employee must occasionally lift and/or move up to 50 pounds.

Work environment: Office environment. Outside travel required 5% 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 to exercise independent judgment 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 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 others 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 based on 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 agree 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: _____

Dean: _____ Date: _____

President: _____ Date: _____