Position Description

Job Title: Administrative Assistant - OB-GYN & Pediatrics	
Department: Clinical Affairs	**Date:** October 2022
FLSA: Non-Exempt	**Work Location:** Virginia Campus
Employee Category: Classified Staff	**Work Schedule:** M-F, 40 hrs/wk
Reports to: Department Chairs for OB-GYN, Pediatrics and 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 OB-GYN and Pediatrics, 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.

II. **Job Duties:**

a. Coordinate and maintain student and preceptor records for the two departments, which include, but not limited to, rotation master schedules, rotation exam grades, student rotation logs, and preceptor files.
b. Work closely with Clinical Affairs personnel regarding student rotation schedules, exams, and student placement.
c. Interact with rotation site coordinators, preceptors, and their office managers.
d. Coordinate and organize schedules for the Pelvic Model Program, as well as work closely with Medical Education to assign students to ECE experience.
e. Communicate monthly with third year students regarding their upcoming rotations.
f. Coordinate site visits and conference calls with core site preceptors (actual site visit once each year, followed by a conference call approximately six months later) to include preparation of meeting documents - agenda, student schedule and photos, composite evaluation on preceptors, and other necessary materials.
g. Ensure submission of all necessary faculty credentialing information (CV, state license, board certificate, etc.) for appointment, recredentialling and promotion.
h. Maintain and update office Outlook calendar for each department chair to coordinate workflow (lectures, meetings, site visits, labs, etc.)
i. Monitor and assist with maintenance of the departmental website pages.
j. Assure that each individual clinical site's instructions are kept updated and accurate for student reference.
k. Maintain and update department Clerkship Manual when needed.
l. Input lecture exam questions into ExamSoft software.
m. Create and modify documents using word processing, spreadsheet, database and/or other presentation software such as Microsoft Office, including (but not limited to) preceptor payment invoices, master and individual site rotation schedules, site instructions, and yearly OB-GYN and Pediatrics newsletter.
n. Support staff in assigned project-based work.
o. Assist in special events, such as VCOM Hospital Day, White Coat Ceremony, and graduation.
p. Other duties as assigned by discipline chair and Associate Dean of Clinical Affairs.
q. Assist the chairs in creation of biannual newsletters and discipline board reports.
r. Coordinate and work with discipline clubs and interest group to plan activities

s. Assist the chairs in the student advising process (creating folders, editing chair letters, reviewing CV's)

III. **Required Qualifications:**

Education: Associate Degree or Bachelor's degree from accredited institution
Licensure or certification: n/a
Experience: One to three years prior experience in office management preferred

Other skills 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

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

The 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.

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 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: _____