I. **Job Summary:**
The candidate will supervise and facilitate the daily operations of VCOM’s Office of Medical Education which supports faculty classroom instruction and testing. The position will require significant interaction with both students and faculty, and an amicable professional demeanor is essential.

II. **Job Duties:**
1. Supervise and advise the Medical Education Specialists.
2. Supervise the posting of all teaching materials, including online course material.
3. Assure that all classroom resources and electronics are in proper working order, and monitor the aesthetics of the classroom. Notify facilities personnel for any necessary maintenance to electronics and classroom resources, and remove dated items from the classroom.
4. Oversee the compilation, formatting, and administration of all classroom exams.
5. Review all item analysis from exams with faculty and determine when to post grades for students.
6. Maintain and calculate current grades in all classroom and laboratory courses.
7. Submit all final grades to the Registrar.
8. Schedule and maintain all Early Clinical Experiences.
9. Coordinate process by which students assess faculty instruction.
10. Organize and maintain Office of Medical Education files and records.
11. Maintain an up to date list of student and faculty access for Scholar.
12. Identify students who need tutoring and provide the peer tutoring scheduler with the necessary information to set up tutoring sessions for students as follows: identify after each exam those students needing tutoring; send letters to students to attend tutoring and copy Academic Assistance Specialist; request in the letter for the students to make an appointment with the Academic Counselor and copy him.
13. Crosscheck academic calendars with the VCOM Louisiana campus Director for Medical Education to assure that common lecture titles and hours are correct.
14. Crosscheck course syllabi with the VCOM Louisiana campus Director for Medical Education to assure lecture titles and objectives are common.
15. Crosscheck SIM sessions, clinical skills, OMM labs, and other required curriculum scheduled on ECE days are common.
16. Review course syllabi to assure they match the VCOM syllabus template.
17. Make any necessary changes to existing block calendars, as directed by the Associate Dean for Medical Education.
18. Communicate effectively with all levels of faculty and students.
19. Perform other duties as assigned.

III. Required Qualifications:
   Education: Bachelor’s degree in Education or related field preferred.
   Licensure or certification: N/A
   Experience: Experience working in an institute of higher education desired.

Skills required for this position include:
   • Excellent interpersonal and communications skills
   • Strong team player
   • Commitment to company values
   • Basic computer proficiency
   • Proficiency in word processing and MS Office Suite

Preferences are given to candidates who have a master’s degree in Education and experience with Scholar or similar course management software, graphic skills and web design.

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; stand while proctoring exams in the classroom; 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 30 pounds

Work environment: Office/classroom environment. Outside travel required 5% of time. The noise level in the work environment is usually moderate.

This position is classified as an exempt position because it requires that the candidate/employee exercise independent judgement and discretion regarding matters of significance.

V. VCOM Core Values: The employee is expected to adhere to all VCOM policies. As the environment is a professional college, the VCOM faculty/staff are expected to dress and behave in a professional manner at work. The VCOM faculty/staff are also expected to as a VCOM employee to be a person who follows 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 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 of the institution may change the duties of my department or the need for the position.

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.

Employee Signature: ________________________________  Date: ________________

Approvals:

Division Officer: ________________________________  Date: ________________

Dean: ________________________________  Date: ________________

President/Provost: ________________________________  Date: ________________