I. **Job Summary:**

The Medical Education Specialist will assist in the daily operations of the Office of Medical Education at the VCOM-Virginia campus. The position will be responsible for compiling and formatting all classroom exams, administering and grading exams, maintaining and calculating grades, posting of all teaching materials, and administering class assessments. The position will have significant interaction with both students and faculty. An amicable, professional demeanor is essential.

II. **Job Duties:**

1. Compile, create and format all classroom exams.
2. Administer and grade exams.
3. Administer exam reviews.
4. Create and maintain Canvas course sites, including posting all teaching materials.
5. Assure that all classroom resources and electronics are in proper working order, assisting teaching faculty as needed.
6. Record and post lecture videos to VCOM TV daily.
7. Administer class assessments of faculty instruction.
8. Review all item analyses from exams and post grades for students once approved by the Director of Medical Education.
9. Maintain and calculate grades in all courses.
10. Submit all course final grades to the Registrar at the end of each block.
11. Organize and maintain Office of Medical Education files and records.
12. Maintain an up-to-date list of student and faculty access for Canvas.
13. Communicate effectively with all levels of faculty and students.
14. Track students’ daily class attendance.
15. Perform other duties as assigned.

III. **Required Qualifications:**

**Education:** Bachelor’s degree required, with degree in Education or related field preferred

**Experience:** Experience in higher education desired

Other skills important to this position:

- Strong organizational skills are a must
- Ability to multitask and complete daily work with frequent interruptions
- Excellent interpersonal and communication skills
- Strong team player
- Commitment to company values
- Computer proficiency and ability to learn and master educational software such as Canvas, ExamSoft, and Microsoft Office Suite
Preferences may be given to applicants who have experience in higher education, proficiency in Microsoft Office Suite, Canvas and ExamSoft.

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.

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: _______________

Immediate Supervisor: ___________________________ Date: _______________

Dean: ________________________________________ Date: _______________