I. **Job Summary:** This position is responsible for participating in the administration of student service programs and diversity initiatives on the Virginia Campus (VC) including but not limited to: assisting the Vice President (VP) and Assistant Vice President (AVP) with events such as orientation, white coat ceremony, graduation, etc.; assisting the AVP with student organizations/committees by tracking the distribution/depositing of student organization funds including handling day-to-day financial transactions, answering student questions about procedures, serving on the funding committee; advising students in meeting professional expectations of being a medical student; administering other student programs as needed. This position will also coordinate diversity initiatives on campus while working with other faculty and staff to create programs and awareness to all of VCOM while also participating in recruitment events to encourage minority applicants to apply. This position also works with the Vice President and Assistant Vice President on administrative duties.

II. **Job Duties:**
1. Participate in planning, and helping organize student services programs: orientation, white coat ceremony, and graduation, etc. This includes interfacing with Virginia Tech administration, VCOM faculty and administration, and outsides vendors.
2. Inform student organizations and committees of policies for outreach, fundraisers, etc.
3. Organize and track student organization funds using Quicken.
4. Participate in the Via Wellness Committee as coordinator of specific social events/calendar.
5. Carry out administrative duties for the Vice President and AVP for Student Services including letters of recommendations, etc.
6. Work with the Vice President on student background checks.
7. Participate in recruitment events which target minority applicants.
8. Coordinate diversity initiatives and programs.
9. Perform other duties as assigned.

III. **Required Qualifications:**
Education: bachelor’s degree or above (experience in lieu of a degree may be considered)
Licensure or certification: n/a
Experience: Experience in a student services or a related professional environment

Other skills important to this position:
Strong organization skills
Ability to be flexible and the willingness to work with others
Ability to balance multiple projects at a time
Excellent interpersonal and communications skills
Strong team player
Commitment to company values and division goals.
Must have a valid driver’s license and access to an automobile
Must be eligible to be certified as a notary public
Computer proficiency in Word, Office Products, databases and social networking and related products.

Preference may be given to candidates with an advanced degree in communication, higher education, business or a related field or experience in higher education or a related field.

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 frequently required to sit; occasionally required to stand for periods of time; use hands and vision for office equipment such as computers; communicate verbally and to listen to others; moderate telephone usage. The employee must occasionally lift and/or move up to 50 pounds

Work environment: Office environment. Outside travel required about 5-10% of time. The noise level in the work environment is usually minimal to moderate.

This position is classified as a non-exempt position because it does not require that the candidate/employee 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 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, 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 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.

The Goals of the VCOM Division for Student Affairs are:

- To promote a genuine commitment of service to students.
- To advocate for the osteopathic medical profession.
- To recruit students who are committed to VCOM’s values and encourage demonstration of those values throughout their medical education.
- To embrace diversity.
- To plan effectively and anticipate needs.

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.

Employee Signature: _____________________________   Date: _______________

Approvals:

Division Officer: _____________________________   Date: _______________
Campus Dean: _____________________________   Date: _______________
President: _____________________________   Date: _______________