Position: Medical School/Director of Clinical Rotation Placement

University of Medicine and Health Sciences

UMHS is a provider of medical education offering a doctor of medicine degree program. Basic science courses are completed on the main campus located in St. Kitts, West Indies. After passing the USMLE step 1 exam students continue in the Clinical Program for semester 6-10 at affiliated teaching hospitals in the United States, Puerto Rico and Canada. The University is seeking a qualified candidate for the position of Director of Clinical Rotation Placement. The position is full time at the New York City corporate administrative office.

Overview:

The position reports to the Dean of Clinical Sciences for all academic matters, and to the Associate Dean of Academic Administration for all administrative matters. The Director of Clinical Rotation Placement is primarily responsible for scheduling and placement of third and fourth year medical students and for the oversight and training of the Clinical Placement Coordinators. The successful applicant will be responsible for ensuring student documentation including health assessments, immunizations, and clerkship applications associated with the completion of semesters 6-10 of the clinical sciences program are efficiently processed within designated timelines. The Director of Clinical Rotation Placement will be responsible for ensuring that the information on requisite documentation is accurate, complete, and meets University and hospital requirements. The Director will advise students about policies and procedures relating to the completion of the clinical sciences curriculum, provide excellent customer service, and work to overcome student issues to promote student success.

Essential Duties and Responsibilities include:

- Overseeing and training of the clinical placement coordinators.
- Provide guidance to students in developing their clinical schedule.
- Manages and assists with:
  - Processing student applications for rotations at affiliated and non-affiliated clinical training sites.
  - Verifying student health records including health assessment and immunization records meet University and hospital requirements.
  - Submitting all requisite paperwork to hospitals for students completing various clinical rotations.
  - Performing general data entry procedures to update, modify and schedule student rotations based upon requirements.
  - Providing valuable customer service to clinical students and hospital partners
  - Responding to student inquires via phone and/or email
• Coordinating communications with hospital administrators and faculty through email, phone or mail and communicating updates to clinical team members.
• Generating reports to ensure students are advancing appropriately to maintain graduation eligibility.
• Responsible for tracking completion of student course surveys in a timely manner.
• Maintaining data integrity in student and hospital database ensuring schedules, rotations, contact information (students, hospitals, affiliates) are updated on regular basis.
• Working collaboratively with other departments to ensure a seamless navigation towards graduation.

Qualifications:

• Minimum of a Bachelors degree and job related experience, preferably working in a university medical school or hospital setting.
• Prior experience in clinical education or a field related to customer service and scheduling is preferred.
• Solid computer skills with Microsoft Office Suite, Internet applications, database software.
• Some knowledge of schedule management programs preferred.
• Excellent written and communication skills.
• Demonstrated ability to work in a supervisory role and as part of a team.
• Must possess strong interpersonal skills to interact tactfully and courteously with students, hospital partners, and other staff members.
• Excellent decision making and time management competence.
• Must be a "quick study" in order to quickly grasp knowledge of policies and procedures relating to every aspect of International Medical Education that a current student may utilize.

Candidates should send a copy of their resume and cover letter to hr@umhs-sk.net and bsena@umhs-sk.net.