

**Residency Clerkship Career Ladder Matrix**

	Residency Program Coordinator Family		Residency Program Administrator Family		Educational Coordinator Family	
Job Title	Coord, Residency Program	Coord, Residency Program II	Residency Program Admin I	Residency Program Admin II	Coord, Clerkship Education	Coord, Educational
Job Code	MA0007	MA0043	MA0044	MMM080	MA0023	MB0004
Pay Grade	15	17	41	43	41	42
<b>Position Summary</b>	This role is responsible for the coordination of a wide range of diverse administrative functions for one or more residency/fellowship program.	This role is responsible for the coordination of a wide range of diverse administrative functions for one or more residency/fellowship program.	This role is responsible for providing operational management of the core residency program including recruitment, on-boarding, orientation, evaluation systems, data management, and program accreditation.	This role is responsible for operational management of the coord residency program including recruitment, on-boarding, orientation, evaluation systems, data management, and program accreditation. This role implements and coordinates personnel and regulatory procedures for incoming, continuing and graduating residents	This role is responsible for a wide range of complex planning an administrative functions for the clerkship and residency programs within their department.	This role is responsible for independently organizing and coordinating activities relative to student placement with preceptors, clerkships, residency programs, and assisting faculty with Umass Medical School courses.
<b>Essential Functions /Scope</b>	<p>*Coordinate and administer numerous personnel and regulatory procedures for incoming, continuing and graduating residents.</p> <p>*Coordinate conferences, grand rounds, outside guest speakers and other formal didactic events.</p> <p>*Process resident reimbursements and record education allowance reimbursement.</p>	<p>*Manage and coordinate all administrative duties relative to the resident recruitment and selection process.</p> <p>*Schedule applicant interviews and coordinate "interview days."</p> <p>*Develop and maintain applicant data bases', staff residency selection, and applicant ranking committees.</p> <p>*Perform data management, tracking, and reporting functions utilizing various Graduate Medical Education software programs.</p>	<p>*Coordinate appointment, reappointment and termination of residents.</p> <p>*Complete required national and hospital surveys, collecting and reporting program and trainee data.</p> <p>*Assist in the design and implementation of program evaluation systems and oversee compliance with UMMS and ACGME requirements. Manager materials and documentation for specialty board certification.</p> <p>* Prepare letters and verifications for Board eligibility and credentialing.</p> <p>*Manage program budget and accounting for resident expenditures.</p>	<p>*Oversee daily personnel management for programs, is the primary contact for program administrative matters and resource for participants within UMMS, outside affiliated teaching sites and external regulatory agencies.</p> <p>*Oversee the management of the recruitment and selection process including screening of all applications, applicant ranking and submission of resident Rank Order List.</p> <p>*Participate in program committees and is actively involved in strategic planning, curriculum development and program implementation.</p> <p>*Manage or delegate management of special events.</p> <p>*Supervise support staff including hiring, performance</p>	<p>*Coordinates and administers numerous personnel and regulatory procedures for incoming, continuing, and graduating medical students in their rotations.</p> <p>* Schedules clerkship rotations for UMMS and visiting medical students, and manages clerkship evaluation process.</p> <p>*Assists in the design of and maintains the clerkship program website.</p> <p>* Manage program budget, accounting for clerkship related expenditures.</p> <p>*Responsible for program data collection and the preparation of all program accreditation documents.</p> <p>*Is the primary liaison between the Clerkship Program Director, medical students and UME Faculty</p>	<p>*Develop a complex schedule involving the placement of appropriate students with preceptors, sub-internships, outpatient rotations, etc.</p> <p>*Serves as an initial contact to Department's network of community-based preceptors to problem solve issues related to scheduling, student evaluations, educational support needs, and relationship of community faculty to the program.</p> <p>* Participate in grading sessions. Prepare students grades. Maintain accurate and complete records for student grade and evaluations in the proprietary software.</p> <p>*Monitor budget and expenses. Maintain databases to track faculty teaching efforts, organize data, and generate reports.</p>
<b>Required Qualifications</b>	<p>Associates degree in business or a related field. 3 years of office experience in a medical facility.</p> <p>Demonstrated knowledge of Microsoft Office Applications. Excellent interpersonal skills.</p>	<p>Associates degree in business or a related field. 5 years of office experience in an academic medical setting.</p> <p>Proficiency in Microsoft Office Applications. Knowledge of developing evaluation instruments and monitoring evaluation process.</p>	<p>Bachelor's degree in Business or a relate field. 2 years of experience in a health care or academic setting.</p> <p>Proficient use of Microsoft Office and databases.</p>	<p>Bachelor's degree in business or education or equivalent experience. 3 years' experience in health care or academic setting including supervisory experience.</p> <p>Proficient use of Microsoft Office. Demonstrated experience in preparing budgets, record keeping skills, and administering management practices.</p>	<p>Bachelor's degree or equivalent experience. 1 year of related experience in a health care setting.</p> <p>Proficient use of Microsoft Office Programs. Proficiency or demonstrated ability to learn additional software programs.</p>	<p>Bachelor's degree in business administration, a related field, or equivalent experience. 2 years of administrative experience, including complex scheduling, budgeting, preferably in an academic setting.</p> <p>Proficiency in Microsoft applications, data analysis and report generation.</p>

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			<p>Demonstrated project management and organizational skills with the ability to set priorities and work on multiple projects simultaneously.</p> <p>Excellent interpersonal skills to effectively interact with all levels of personnel both internally and externally. Excellent verbal and written communication skills.</p>	<p>Demonstrated project management and organization skills with the ability to set priorities, work on multiple projects simultaneously, and delegate tasks.</p> <p>Excellent interpersonal skills to effectively interact with all levels of personnel both internally and externally. Excellent verbal and written communication skills.</p>	<p>Demonstrated project management skills. Demonstrated experience in setting priorities, delegation of duties and independent decision making. Knowledge of developing evaluation instruments and monitoring evaluation process.</p> <p>Excellent interpersonal skills and written and verbal communication skills.</p>	<p>Demonstrated ability to independently manage and coordinate multi-faceted, multi-day programs and projects.</p> <p>Strong interpersonal and communication skills.</p> <p>Demonstrated abilities in budgeting.</p>
<b>FLSA Status</b>	Non- Exempt	Non- Exempt	Exempt	Exempt	Exempt	Exempt
<b>Promotional Process</b>	<b>Requisition</b>	Requisition or In-family Promotion from Residency Program Coordinator	<b>Requisition</b>	Requisition or In-family Promotion from Residency Program Admin I	<b>Requisition</b>	Requisition or In-family Promotion from Clerkship Education Coordinator