



RECRUITING & ALUMNI COORDINATOR

FULL TIME POSITION

HOURS: M-F (8:00 AM – 5:00 PM)

REPORTS TO: Institutional & Program Coordinator and Program Directors

SALARY: Commensurate with Experience

REQUIRED EDUCATION, TECHNICAL TRAINING OR EQUIVALENT: High School Diploma or equivalent required; Associate degree or college hours preferred.

REQUIRED EXPERIENCE OR SKILLS: Demonstrated organizational skills. Excellent computer skills, fluency in Excel, Word, Outlook (including mail merges), web-based interfaces. Exceptional interpersonal skills. High level of integrity, able to manage confidential information. Availability and ability to travel as needed. Able to meet productivity standards for all roles

POSITION DUTIES/RESPONSIBILITIES: Maintain up-to-date recruiting information. Assist residency selection committee (RSC) and fellow selection committee (FSC) chairs and/or PDs in applicant screening criteria and selection for interviews. Coordinate all aspects of the interview processes with minimal supervision, including (but not limited to): maintenance of all applicant databases; communication (initial and follow up) with applicants; management of resident and fellow interview schedules; oversight of recruiting dinners, tours, lunches, and significant other visits; and coordination of applicant housing. Coordinate all aspects of the RSC and FSC processes. Coordinate resident and fellow recruiting in conjunction with Scheduling Coordinator. Travel for recruitment events as approved by PDs and PC. Create and/or maintain residency and fellowship social media presence, as approved by PDs. Assist in selection and coordination of student and outside resident rotators, as assigned by the Institutional and Program Coordinator (IPC). Coordinate and supervise all onboarding, orientation paperwork, and training (medical clearance, background checks, HIPAA and child abuse reporting training, Epic access, etc.). Coordinate rotating student/resident schedules with Scheduling Coordinator and rotation supervising faculty, if applicable. Coordinate alumni communication and updates. Assist in planning alumni reunions or celebrations. Assist PC in completing and maintaining residency verification documents and maintaining accurate and up-to-date alumni database and files. Other responsibilities as determined by the IPC and PDs.