

JOB DESCRIPTION

Recruiting and Alumni Coordinator

REPORTS TO: Institutional and Program Coordinator (IPC), GME Office

EDUCATION & EXPERIENCE

High school diploma - Associate degree or higher preferred

SKILLS

1. Demonstrated organizational skills.
2. Microsoft Office fluency (Word, PowerPoint, Excel, Teams, Outlook – including mail merges)
3. Web based teleconferencing skills (Zoom, WebEx, etc.)
4. Exceptional interpersonal skills
5. High level of integrity, able to manage confidential information.
6. Availability and ability to travel as needed.
7. Able to meet productivity standards for all roles.

PRIMARY DUTIES

1. Resident and Fellow Applications
 - a. Maintain up-to-date recruiting information.
 - b. Assist residency selection committee (RSC) and fellow selection committee (FSC) chairs and/or Program Directors (PDs) in applicant screening criteria and selection for interviews.
 - c. 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; electronic management of resident and fellow interview schedules; oversight of recruiting dinners, tours, lunches, and significant other visits; and coordination of applicant housing.
 - d. Coordinate all aspects of the RSC and FSC processes.
2. Recruiting
 - a. Coordinate resident and fellow recruiting in conjunction with Scheduling Coordinator
 - b. Travel for recruitment events as approved by PDs and IPC
 - c. Create and/or maintain residency and fellowship social media presence, as approved by PDs.
3. Rotating Students and Residents
 - a. Assist the Regulations Coordinator in selection and coordination of student and outside resident rotators, as assigned by the IPC
 - b. Coordinate and supervise with the Regulations Coordinator all onboarding, orientation paperwork, and training (medical clearance, background checks, HIPAA and child abuse reporting training, Epic access, etc.)
 - c. Coordinate rotating student/resident schedules with Regulations Coordinator and rotation supervising faculty, if applicable
4. Alumni Coordination
 - a. Coordinate alumni communication and updates
 - b. Assist in planning alumni reunions or celebrations.
 - c. Assist IPC in completing and maintaining residency verification documents and maintaining accurate and up-to-date alumni database and files.

OTHER DUTIES

- Perform other duties as assigned per the IPC and Program Directors

PHYSICAL AND MENTAL REQUIREMENTS

- Possess a valid Texas driver’s license and appropriate liability insurance
- Visual and auditory accuracy
- Shift length – 8 hours/day, Monday through Friday with variation for travel days
- Indoor setting
- Continuous use of computer
- Long periods of sitting
- Frequent use of telephone and/or smart devices
- Continuous repetitive grasping and manipulation of both hands
- Continuous conversational communication
- Occasional reaching, walking, squatting, bending, kneeling, twisting and climbing
- Occasionally carrying, lifting, pushing and pulling of up to 25 lbs.
- Occasionally working in confined, noisy, dusty areas
- Frequent use of personal car
- Understand/carry out simple/detailed, oral/written instructions
- Memorize and retain instructions
- Read and interpret detailed specifications
- Mental competency
- Tobacco non-user
- Physical accommodations will be implemented where necessary and feasible

REVIEWED WITH EMPLOYEE:

Employee

Supervisor

Date

9/25/2023