



JOB DESCRIPTION

GME Recruiting & Alumni Coordinator

REPORTS TO: Institutional and Program Coordinator; Program Directors

EDUCATION & EXPERIENCE: Associate degree preferred. Experience with digital schedule and appointment management, management of phone calls, emails, and texts related to scheduling. Experience with management of notifications related to schedule changes. Ability to prioritize tasks. Equivalent experience may be substituted for education and experience requirements.

SKILLS: Excellent verbal and written communication skills. Exceptional interpersonal skills. High level of integrity and ability to manage confidential information with discretion. Excellent time management skills with the ability to meet deadlines. Strong analytical and problem-solving skills. Ability to prioritize tasks and exercise discretion and independent judgment with respect to matters of significance. Ability to take initiative on tasks and work autonomously. Demonstration of organizational skills and attention to detail. Ability to function well in a high-paced and sometimes stressful environment. Able to take and apply feedback. Proficiency in Microsoft Office Suite and web-based interfaces with the ability to learn new or updated software. Ability to work occasional nights and weekends related to program events. Promote a culture that reflects the organization's values while demonstrating a commitment to collaboration and teamwork.

DUTIES:

Applicant Coordination:

- Maintaining Thalamus scheduling, coordinating correct tags and waitlist information for applicants, and entering final scores to assist with creating match list in coordination with ERAs scores and comments made by interviewers.
- Communicating with Applicants in a timely manner for Interviews and Second Looks to coordinate scheduling hotel rooms, creating itineraries and schedules.
- Collaborating with Scheduling Coordinator to oversee identification and scheduling of available residents for interview day related tasks
- Managing Interview Day tasks such as distributing interview schedules and packets, moving applicants between interviews, setting up conference room for lunch interviews, coordinating with residents assisting with lunch interviews and tours, and maintaining the Zoom break out rooms during Virtual Interviews.
- Data entry of all aspects related to interviews to include but not limited to preparation of Resident Selection Committee sheets and information for RSC meetings post interviews, creation of interview surveys completed by Residents and utilizing tables and spreadsheets accordingly.
- Collaborate with Rotation Coordinator on MS4 Student Rotations for housing, evaluations and schedules.

Recruiting:

- Packing supplies for conferences based on the packing list provided.
- Booking airfare, hotels, rental cars, making dinner reservations and facilitating availability of shipping supplies if allowed by the event site
- Coordinate with the Scheduling Coordinator to identify and schedule available residents for travel to recruiting fairs.
- Communicate with Conference Coordinators about special requirements such as requirements to stay until a specified time, tickets required or upcoming dates and events.
- Maintain an Inventory Log to determine availability of branded materials such as shirts and other items for distribution to recruiting teams and recruits, coordination of branded recruiting clothing such as

- Shirt check out and return
- Shirt replacement and ordering for sizes available.

Alumni and Event Coordinating:

- Reserving venues, recruiting and scheduling required event personnel, coordinating menus and planning decorations, use of design software such as Canva, Publisher, Photoshop or other design software.
 - Setup and coordinating with other team members for task completion and supply acquisition
 - Utilization of multiple databases and websites for data entry of Alumni information in collaboration with secure and confidential information from Lexus Nexus
- Assist, develop, implement and control programs in a manner that ensures cost effectiveness, market competitiveness and internal equity among employees.
 - Other duties as assigned by supervisor.

PHYSICAL AND MENTAL REQUIREMENTS:

- Visual and auditory accuracy
- Typical workday length - 8 hours with some night and weekend requirements.
- Indoor office setting
- Continuous use of computer
- Long periods of sitting
- Frequent use of telephone
- 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 35 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

REVIEWED WITH EMPLOYEE:

Employee

Supervisor

Date