



Job Title: Student Coordinator Supervisor's Title: Medical Director Department: Medical	FLSA Status: Non-exempt Last Reviewed: December 10, 2018
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**General Summary:** Under the direction of the Medical Director, the Student Coordinator will work with the Student Director to develop and operate programs to engage students in primary care for the under-served and to recruit providers for Christ Community Health.

**Major Areas of Responsibility:**

1. Responsible for promoting and operating student programs.
2. Assists in the development of new student programs.
3. Recruit students through arranging student engagement opportunities for providers through organizations such as Medical Campus Outreach, Intersivity, Campus Outreach, Christian Medical and Dental Association, Christian Community Health Fellowship.
4. Manages all applications for student experiences.
5. Responsible for student orientation and policy compliance.
6. Works closely with providers to schedule students.
7. Ensures completion of all required paperwork for the students' school, including CME reports and evaluations.
8. Ensures all school requirements for student rotations are being met.
9. Completes appropriate documentation for reporting and compliance.
10. Maintains student files including applications, orientation paperwork, letters of good standing, and evaluation documents.
11. Develops and maintains strategic relationships with regional residency programs, medical schools, and individuals to help engage residents and students in the work of Christ Community Health.
12. Coordinates and manages follow-up with students.
13. Responsible for attending regional and national conferences consistent with our student engagement objectives and organizing our presence at those conferences.

**Required Knowledge, Skills, Abilities:**

1. Knowledge of Microsoft Windows and Microsoft Office, especially Word and Excel.
2. Ability to multi-task.
3. Skilled at proofreading, organizing, and filing.
4. Able to work in a fast-paced, rapidly growing organization.

**Education and Experience:** This position requires a Bachelor's Degree and some student engagement experience.