



Job Title: Student and Provider Outreach Coordinator Supervisor's Title: Medical Director Department: Medical	FLSA Status: Non-exempt Last Reviewed: December 3, 2018
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General Summary: Under the direction of the Medical Director, the Student and Provider Outreach Coordinator will work with the Student Director to develop and operate programs to engage students in primary care for the underserved, 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 by arranging student engagement opportunities for providers through organizations such as Medical Campus Outreach, Intervarsity, Campus Outreach, Christian Medical and Dental Association, and Christian Community Health Fellowship.
4. Manages all applications for student experiences.
5. Responsible for student orientation and policy compliance for students.
6. Works closely with providers to schedule students.
7. Ensures completion of all required paperwork for the students' school, including CME reports and student 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. Helps identify and recruit new providers to Christ Community Health through involvement at Global Missions Health Conference.

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.