

TOURO COLLEGE

JOB POSTING

Clinical Secretary to the Physician Assistant Program

Reports to: Clinical Coordinator
Status: Full Time
FLSA: Non-Exempt
Location: Bay Shore

About Touro College:

Touro College is a system of Jewish-sponsored non-profit institutions of higher and professional education. Touro College was established in 1971 primarily to enrich the Jewish heritage, and to serve the larger American community. Over 18,000 students are currently enrolled in its various schools and divisions. Touro College has branch campuses, locations and instructional sites in the New York area, as well as branch campuses and programs in Berlin, Jerusalem, Moscow, Paris, and Florida. Touro University California and its Nevada branch campus, as well as Touro College Los Angeles, are separately accredited institutions governed in common by the same Board of Trustees as Touro College.

JOB SUMMARY:

The Clinical Secretary works closely with the Clinical Coordinator and helps orchestrate the clinical phase of the Program.

JOB RESPONSIBILITIES:

Provides administrative support to the Clinical Coordinator, but not limited to the following:

- Maintains student academic files, learning Objective/Syllabi, Test files-Exammaster®
- Collects updated health forms for the Clinical Year and insure review by the Medical Director and maintain the Bio/Sketch Health Forms files
- Types correspondence, examinations, evaluation forms, lecture and course outlines, syllabi and learning objectives
- Fields all phone requests, records and delivers messages
- Prepares and handles outgoing mail
- Sends out Preceptor Packets to new affiliates
- Prepares packets with health forms and rotations schedules for clinical sites
- Schedules and contacts students and faculty for clinical skills call backs
- Photocopies scenarios for instructors and advises students of required dress/equipment, material for distribution to students, such as end-of-rotation exams and clinical faculty schedules
- Assists in development of schedule and notifies site evaluators of schedule
- Performs special projects and assignments as requested

REQUIREMENTS:

Education, Preparation, and Training

- Associates degree or equivalent experience

Skills

- Strong interpersonal skills and well organized
- Able to prioritize tasks

Physical Demands

- Sitting for long periods of time

Computer Skills

- Proficient knowledge of Microsoft Office

Travel

- Travel between Bay Shore, Long Island and Winthrop University Hospital Campus in Mineola, Long Island, NY

Application Procedure:

Please send a cover letter with salary expectations and your resume to: recruit.hr@touro.edu. The subject line of your email should read: "Clinical Secretary-Physical Assistant Program"

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