

Medical Education Program Coordinator - Family and Community Medicine (Job ID #166660)

Department: Medicine

Category: Civil Service

Location: Chicago

Close Date: 07/05/2022

Job Type: Full-Time

Workweek: 37.5

Description:

The College of Medicine is seeking a full time **Medical Education Program Coordinator** to join our Family & Community Medicine team.

Functioning under the Director of Administrative Operations and supervised by Medical Student Education Program leadership, the Medical Education Program Coordinator provides high level administrative and managerial support to the administrative office of the Department of Family and Community Medicine, using initiative, independent judgment, and discretion, while prioritizing in a high-volume environment and meeting strict deadlines. The duties performed require extensive knowledge of the institution's organization, programs, policies, and procedures.

The Medical Education Program Coordinator Provides administrative support to the Director and Associate Directors of Medical Student Education in Family and Community Medicine by managing all activities related to the administration of medical student education in the Department of Family and Community Medicine.

This is a full time and benefits eligible position. UIC offers competitive salaries commensurate with experience. In addition all full time benefits eligible positions include a comprehensive benefits package which include; Health, Dental, Vision, Life, Disability & AD&D insurance, a defined benefit pension plan as well as paid leave which includes; Vacation, Holiday and Sick. In addition we offer tuition waivers for employees and dependents.

Click for a complete list of [Employee Benefits](#)

Duties:

- Coordinates and schedules medical students with internal and external faculty preceptors in the following areas:
- M3 students rotating through the Family Medicine Clerkship (~25 every 6 weeks)
- M4 students participating in the Advanced Family Medicine Rotation and Women's Health in Family Medicine Rotation (~40 per year)
- M1/M2 students participating in the Family Medicine Interest Group (FMIG) (~15 per year)
- M1/M2 Students participating in the Family Medicine Shadowing Program
- M2 Students participating in the Family Medicine Exposure Program
- Handles communication from medical students, UIC faculty, community preceptors, and the College of Medicine regarding the Family and Community Medicine medical education program.
- Distributes, collects, and tracks evaluations for M3 clerkship and M4
- Rotations. Grades are submitted to the office of the registrar.
- Distributes and tracks paperwork, including evaluations for various programs, and provides timely feedback to faculty, residents, and medical students
- Generates reports detailing UIC Family Medicine medical education activities.
- Coordinates and assists in program administration for various medical student activities, including room reservations and catering orders.
- Maintains administrative and educational software, including Blackboard
- Processes financial transactions including, but not limited to, P-card and T-card purchases, iBuy, invoice vouchers, TEM, etc.
- Orders office supplies for medical student education programs.

- Performs other related duties and participates in special projects as assigned.

Qualifications:

Minimum Acceptable Qualifications Required:

1. High School Graduation or equivalent
2. Any one or any combination of the following, totaling four years (48 months), from the categories below:
 - A. progressively more responsible clerical or secretarial experience, including a background in electronic word processing and database management systems
 - B. college course work leading to a major in medical education, education, communications, public relations or a similar area of study
 - 30 semester hours equals 12 months
 - 60 semester hours equals 24 months
 - 90 semester hours equals 36 months
 - 120 semester hours or a Bachelor's Degree equals 48 months
3. Work experience totaling 12 months comparable to that gained at the Medical Education Program Specialist level or similar experience within a medical education program

Please Note: Completion of the Training Administrators of Graduate Medical Education Programs Certification (TAGME) from the National Board for Certification of Training Administrators qualifies applicants for each level of this series.

TO APPLY: For fullest consideration, please fully complete an online application at the link below:

<https://jobs.uic.edu/job-board/job-details?jobID=166660>

Application Information:

Fully complete all sections of the online application including adding your full work history with specific details of your duties & responsibilities for each position held. Fully complete the education, licensure, certification and language sections.

You may upload a resume, cover letter, certifications, licensures, transcripts and diplomas within the document section of your online application.

All civil service positions require an exam. The exam for this position is a Credentials Assessment. You will not be required to report in person for this exam.

Credential Assessment Exam Scoring Information:

You will **not** be required to report in person for this exam. The updated online application and all uploaded, relevant documents, such as a resume, college transcript, certifications and licensures will be used in the calculation of the exam score. These documents should be uploaded prior to the position close date.

When completing your online application, please be sure to provide detailed information about your job knowledge and specific duties and responsibilities, as your qualifications for any Civil Service position will be primarily determined based on what is contained in the application. Dates of employment and if employed on a full or part time basis (including number of hours per week) must be indicated for each position held. Additional consideration will be given to supporting documentation i.e. resume, transcripts, licenses, and certifications so please be sure to attach all applicable documents.

For additional information regarding this position please contact **Griselda Marin at marin@uic.edu**

If an application is not fully completed and submitted by the close date, the applicant/employee will not be considered for this position.

For fullest consideration, the above mentioned requirements must be submitted no later than **7/5/2022**

We appreciate your interest in employment at the University of Illinois at Chicago.

The University of Illinois is an Affirmative Action/Equal Opportunity Employer.

This position requires Illinois residency within 180 days of the hire date.

University of Illinois faculty, staff and students are required to be fully vaccinated against COVID-19. If you are not able to receive the vaccine for medical or religious reasons, you may seek approval for an exemption in accordance with applicable University processes. For classifications that require a degree as part of the minimum qualifications, a degree verification will be required before any offers of employment are extended.

The University of Illinois at Chicago is an affirmative action, equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, protected veteran status, or status as an individual with a disability.

Offers of employment by the University of Illinois may be subject to approval by the University's Board of Trustees. The University of Illinois may conduct background checks and other pre-employment assessments on all job candidates upon acceptance of a contingent offer. Background Checks will be performed in compliance with state and federal law.

As a qualifying federal contractor, the University of Illinois System uses [E-Verify](#) to verify [employment eligibility](#).

The University of Illinois System requires candidates selected for hire to disclose any documented finding of sexual misconduct or sexual harassment and to authorize inquiries to current and former employers regarding findings of sexual misconduct or sexual harassment. For more information, visit <https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=1411899>

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