



<b>Job Title</b>	Clerkship Administrator I, II	<b>Job Code</b>	AA0446, AA0447
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	18, 19
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt
<b>Job Family</b>	Academic and Program Management	<b>Union Code</b>	0
		<b>Subfamily</b>	Academic Services

**Job Family & Subfamily Summary**

**Academic and Program Management Professionals** develop, administer, or support programs that enhance the learning environment for students or faculty development.

**Academic Services Professionals** provide services and support for operations of academic programs.

**Job Summary**

Provides specialized professional and managerial support. Responsible for the development, implementation and delivery of the highest level of education. Creates and distributes student schedules and proctors exams.

**Representative Duties**

1.
  - Manages the day to day operations of the assigned clerkship program(s)
  - Supervises student participation in clerkship
  - Provides students with support
  - Monitors student locations
  - Researches and estimates financial needs for Associate Director to determine clerkship textbook, curricular resources, teaching tools and special project costs
  - Manages and monitors student credentialing for clinical sites, in partnership with Student Affairs
2.
  - Develops, manages and coordinates the assigned clerkship rotation clinical site schedules
  - Secures faculty availability for course rotations
  - Resolves scheduling conflicts
  - Manages and monitors the collection, tracking, and reporting of evaluations, duty hour logs, patient logs, and student absence requests for clerkship programs using on-line systems
  - Advises students on clerkship educational goals to ensure successful compliance with core clerkship requirements
  - Refers students seeking career and/or personal advice to appropriate resources
  - On-call via phone or email after hours, on weekends and during holidays for urgent student issues
3.
  - Collaborates with the Clerkship Director(s) to recruit, develop and maintain clinical site and faculty partnerships and develop new course offerings
  - Liaises with clinical partners
  - Initiates and monitors Affiliation Agreement process
  - Educates Volunteer and Affiliated Faculty on UCF, college and clerkship policies, procedures, and goals & objectives
  - Represents the Clerkship Director, as needed.
  - Assists with Clerkship curriculum development
  - Develops and delivers clerkship and clinical site orientations in partnership with Clerkship Director
  - Assists in management of logistics for students rotating outside of Orlando
  - Prepares exams, syllabi and other clerkship materials
  - Schedules, administers and proctors exams

- Compiles and analyzes student assessments for final clerkship grades for Clerkship Director’s submission
- Maintains the clerkship learning management system
- Participates in Curriculum Subcommittee meetings
- Contributes to the development of clerkship policies and procedures
- Reports clerkship activities at meetings on behalf of, or in conjunction with, Clerkship Director
- Manages lecture schedule and weekly didactic sessions at multiple sites using videoconferencing and teleconferencing technologies

### Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor’s	Master’s
Certification(s)		
Licensure(s)		
<b>Work Experience</b>		
See Level Addendum below		
<b>Additional Requirements</b>		

### Physical/Environmental Demands

Standard office environment with no unique physical demands

### Level Addendum

*Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.*

<b>Level I</b>
<ul style="list-style-type: none"> <li>• 0+ years of relevant work experience</li> <li>• Work is closely supervised</li> <li>• Problems faced are not typically difficult or complex</li> <li>• Explains facts, policies and practices related to job area</li> </ul>
<b>Level II</b>
<ul style="list-style-type: none"> <li>• 2+ years of relevant work experience</li> <li>• Works independently with general supervision</li> <li>• Problems faced are difficult but typically not complex</li> <li>• May influence others within the job area through explanation of facts, policies and practices</li> </ul>

**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**