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|-------------------|--|-------------------|---------------------|
| <b>Job Title</b>  | Graduate Medical Education Coordinator | <b>Job Code</b>   | COM18               |
| <b>Pay Plan</b>   | A&P                                    | <b>Pay Grade</b>  | 17                  |
| <b>Union</b>      | Non-Union                              | <b>Union Code</b> | 0                   |
| <b>Job Family</b> | College of Medicine                    | <b>Subfamily</b>  | College of Medicine |

**Job Family & Subfamily Summary**

**College of Medicine Professionals** include positions that are specialized and unique to the UCF College of Medicine.

**Job Summary**

The GME Coordinator provides institutional oversight to medical residencies and fellowships located among four hospital sites around the state of Florida. Responsible for assisting in the management of the rapid growth of the Graduate Medical Education program with community partners HCA and Veteran’s Administration.

**Representative Duties**

**1. On-Boarding and Orientation**

- In conjunction with COM-HR, manages the onboarding and off-boarding process for incoming, renewing, and graduating medical residents, fellows, and chiefs
- Creates a flowchart and onboarding package within MedHub to send to incoming new employees and corresponding coordinators
- Hosts meetings, requiring travel to hospital sites, in order to educate coordinators on onboarding and off-boarding procedures
- Plans, coordinates, and hosts new employee GME orientation for medical residents, fellows, and chiefs, and coordinates with the catering, UCF COM HR, Operations, and Library team
- Travels to hospital sites to complete I-9 verification for all US Citizens and green card holders incoming to GME
- Ensures off-boarding is completed by all graduating medical graduates

**2. Administrative**

- Oversees the application, interview, and appointment process for residents
- Assists in the recruitment process, which includes reviewing applicant applications, conducting tours of the college, and interviewing medical resident applicants and fellows as needed
- Responsible for creating and managing a living rank order list by attending ranking meetings after applicant interview dates, and submitting periodically to program leadership for Match Day ranking
- Completes travel requests for medical residents, fellows, chiefs, and staff as needed
- Completes purchasing requests for medical programs, residents, fellows, chiefs, faculty, and staff as needed
- Assists in the hiring process of additional GME staff by reviewing applications with Associate Director of GME
- Manages ACGME meetings in the absence of GME Associate Director
- Acts as managing GME Associate Director duties in their absence; co-supervises and delegates tasks to GME Office Manager
- Develops and coordinates annual GME events involving local and regional partners, as necessary

**3. Verification and Processing**

- Creates ECFMG appointment profiles for all international medical graduates, fellows, and chiefs
- Re-verifies I9s for all international medical graduates
- Assists in the visa-process for all international graduates

## Education, Experience, Skill Requirements

|   | Required   | Preferred |
|---|------------|-----------|
| Education Level   | Bachelor's | Master's  |
| Certification(s)  |            |           |
| Licensure(s)  |            |           |
| <b>Work Experience</b>  |            |           |
| 2+ years of relevant work experience  |            |           |
| <b>Additional Requirements</b>  |            |           |
| <ul style="list-style-type: none"><li>• Experience in higher education, preferably graduate medical education</li></ul> |            |           |

## Physical/Environmental Demands

Standard office environment with no unique physical demands

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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.