

COLLEGE OF SAINT MARY

Clinical Recruiter

Are you an energetic and caring professional ready to join a team dedicated to health professions education? If so, this may be the position for you. This part-time, 20 hours per week, position works in the Office of Clinical Partnerships (OCP) in collaboration with the graduate and undergraduate health professions programs to establish partnerships with sites, preceptors, and systems to provide clinical education.

Our Ideal Candidate Is Someone Who:

- Wants to join an excellent team dedicated to clinical recruitment, rotation compliance, and meticulous data collection and management.
- Brings outstanding communication skills, strong organization, and a talent for solving problems and clearing the way for student success.
- Enjoys creating new relationships and building partnerships in diverse ways.

Our Ideal Candidate's Education and Experience:

- Bachelor's degree required.
- Experience in recruitment and data management.
- Familiarity with clinical practice preferred.

This Position Is Responsible For:

- Responsible for searching for new clinical education sites throughout the United States in various medical specialties.
 - obtain clinical placement and preceptor information, via phone, email or in person.
 - Maintain a communication log with all clinical sites, including prospective sites.
- Obtain and assist with documentation associated with the clinical phase of the respective program.
 - Secure, review, and update clinical contracts
 - Work with academic programs, faculty, students, and staff to ensure that all site-specific requirements are identified, managed, and met prior to the student's arrival for the educational experience.
 - Collect, track, and process data related to clinical preceptors, sites, systems and students.

Why You Want to Be on This Team:

- You would be a part of a Mission-centered team, who work together to serve our community.
- CSM is committed to supporting the work-life balance of its faculty and staff.

Application

Please have a resume, cover letter, and contact information for three professional references, including one supervisor, ready to upload during the application process.

Please apply using the following link: [Clinical Recruiter](#)

College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, marital status or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.