



## **JOB DESCRIPTION**

**Job Title: Externship Coordinator**  
**Reports To: Director of Career Development**

### **JOB SUMMARY:**

The Externship Coordinator works under the direct supervision of the Director of the Career Development Department. The Externship Coordinator is responsible for the activities between students and extern sites (hospitals, physical, pharmacies and laboratories and etc.) for all allied health programs. The student Externship is the final step for students completing an 8 month Allied Health Program. The Externship provides practical work experience for the students.

### **MAJOR REQUIREMENTS:**

- At least 1 year paid experience in office/clerical work.
- High School Diploma or equivalent.
- Microsoft Office Components (Word, Excel and Power Point)
- Persuasive Communication Skills and exceptional social interaction skills.
- Must have exceptional organizational skills.
- Proficient in reading, writing and understanding work related material.
- Must be professional in all aspects of the position including ability to present a near co-workers and the public.
- Strong knowledge of modern office procedures including preparing correspondence and reports, filing and operating standard office equipment.
- Ability to work independently with minimum supervision
- Bilingual preferred (English/Spanish)
- Valid California Drivers License and Current Automobile Insurance.

### **SUMMARY OF DUTIES & RESPONSIBILITIES:**

Duties may include by not limited to the following:

- Performs a variety of secretarial duties including typing, filing, answering telephone and operating office equipment and organizing department communications.
- Takes and relates information to program Directors and keep track of scheduled meeting and interviews for students getting ready to be placed for externship.
- Develops new Externship Sites.
- Coordinate scheduling and students supervision once the student is on site, attendance, evaluate new sites, and execute contracts.

- Maintain a variety of record files, program databases and Transcript System
- Maintain and chart students progress throughout Externship.
- Prepares and explains reports surveys and forms.
- Interfaces with students on a day to day basis and continuous student/customer focus.
- Attend meeting and training as necessary.
- Performs related duties as assigned.
- Completes review and process a variety of forms including Anecdotal Notes, and Externship Surveys.
- Submit accurate and timely weekly report.
- You will represent the College providing quality education and giving students what they need for success in their life.
- Must be able to multi-task

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Print Name

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Signature

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Date