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**JOB POSTING
OFFICE OF HUMAN RESOURCES
June 18, 2026**

POSITION: Clinical Coordinator of Student Opportunities

DEPARTMENT: Health Centers

DIVISION: Academic Affairs

STATUS: Full-Time, Non- Exempt, Monday through Friday hours based on health center hours or operations, occasional evenings and weekends.

Hourly Pay: \$20 per hour

BENEFITS:

- Flexible Work Arrangements Available (*where applicable, based on position*)
- Medical Dental Vision Health Savings Account Flexible Spending Account
- College Paid Life, AD&D, LTD insurance Generous PTO 12 Paid Holidays
- TIAA Retirement with 8% college contribution after one year of employment
- Free EAP Counseling Services Free Chiropractic Care

General Description:

The position of Clinical Coordinator of Student Opportunities is a full-time appointment requiring a minimum of 35 hours of service per week to the College.

Function:

- Reports to the Director of Clinical Operations.
- Support the Mission of the College.
- Collaborate with the Dean of Clinical Education, Assistant Dean of Clinical Education, Billing Manager, Assistant Billing Manager, health center staff, and other members of the College faculty, staff, and administration.

Specific Duties and Responsibilities:

- Develop materials to provide information to students on clinical opportunities in lower trimesters.
- Oversee the selection process and distribution of materials to other sites for remote clerkships and preceptorships.

- Oversee professional clinical observation (PCO) process in all sites.
 - Track remote students' attendance and clinical credits.
 - Assist with student credentialing for the state and clinical site.
 - Student assignment acceptance and denial letters.
 - Under the direction of the Director of Clinical Operations, oversee health center assignment process and notification as well as tracking.
 - Health clearance monitoring for all student patients.
 - Assist students in the development of community based materials for outreach.
 - Update and maintain clinical manuals.
 - Oversee senior clerk selection and provide notification in each site.
 - Provide front desk support as needed.
 - Any other duties as assigned.
- **Service Role:**
 - Participate in College committees as requested.

Methods of Accountability:

- Verbal and written communications with the Director of Clinical Operations.
- Compliance with FERPA and HIPAA protocols.
- Written feedback from student clerks and other College consumers.
- Annual performance evaluation from the Director of Clinical Operations.

Mental and Physical Requirements:

- Effective and professional verbal and written communication skills.
- Responsible judgment.
- Professional and pleasant demeanor.
- Ability to manage stressful situations in a fast-paced, multi-task work environment.
- Ability to maintain high degree of confidentiality.
- Maintain a professional relationship with faculty, staff, and students.

Education, Training, and Experience:

- High school diploma or equivalent required, and previous experience working in an educational or healthcare environment recommended.
- Customer Service skills and experience preferred.

Northeast College of Health Sciences is committed to creating a culture of diversity, equity, inclusion, and belonging with our college campus community. In support of our institutional values, we acknowledge each person's unique experience, perspective, and ability as contributions that both enrich our community and enhance the professions and people we serve. As such, the College is dedicated to providing equitable opportunities to all future and current employees, including those belonging to groups that have been historically underrepresented in higher education.

If you are interested in applying for this position; please submit a cover letter of interest, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: humanresources@northeastcollege.edu

** Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.*

Northeast College of Health Sciences is an Equal Opportunity employer and does not discriminate against students or employees on the basis of age, race, color, creed, gender, sexual orientation, or handicapping conditions (or any other protected status) in its educational programs, financial aid, activities, admissions and employment practices.