



COORDINATOR FOR CLINICAL SKILLS TESTING

ROLE OUTLINE

The National Board of Osteopathic Medical Examiners (NBOME) is seeking a dynamic contributor that will be responsible for all aspects of CST-related meeting coordination, front office administration and registration, as well as providing administrative support to the VP for Clinical Skills Testing and departmental leadership.

LOCATION: CONSHOHOCKEN OFFICE

DEPARTMENT: CLINICAL SKILLS TESTING

RESPONSIBILITIES AND QUALIFICATIONS

- Administrative experience in SP testing or teaching environment preferred
- Excellent organizational, oral and written communication skills
- Ability to work well with a variety of people including members of the NBOME staff, physicians, students and standardized patients
- Ability to work effectively on multiple tasks as part of a team and independently
- Capacity for flexibility and adaptability in different work situations, skills in problem solving
- Must be available to work evenings and weekends

Qualifications include:

- Knowledgeable in Word, Excel, PowerPoint, Outlook Strong experience with Selenium in a hands-on capacity and building frameworks
- Ability to read, write and comprehend simple instructions, short correspondence and memos in English
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization

POSITION STATUS: FULL-TIME REGULAR NON-EXEMPT

To Apply:

Please submit resume and letter of interest summarizing your qualifications to Human Resources by email at HRAdmin@nbome.org.

***NBOME is an E-Verify participant**

The NBOME is an EOE organization. Applicants must be **legally eligible to work in the United States.**