

: Medical Education Specialist	
: Medical Education	: January, 2025
: Non-Exempt	: Carolinas Campus
: Classified	: M-F, 8am-5pm
Staff	
Director of Medical Education/ Associate Dean for Pre-Clinical Medical Education	: 100%
: N/A	

I.

The Medical Education Specialist (MES) will assist in the daily operations of the Office of Medical Education at the VCOM-Carolinas Campus. The MES will be responsible for compiling and formatting all classroom exams, administering and grading exams, maintaining and calculating grades, posting of all teaching materials, and administering class assessments. The MES will have significant interaction with both students and faculty, and an amicable professional demeanor is essential. Additionally, the MES provides administrative assistance for the Associate Dean of Medical Education.

II.

1. Compiling and formatting all classroom exams.
2. Administering and grading exams.
3. Maintaining and calculating grades in all classroom and laboratory courses.
4. Posting all teaching materials, including online course material.
5. Administering class ass9]TJET@161.180212 T(s)-4(s.12 0 612D0 612 7n7W*nBT/F4 12 Tf1 0 0 1 13

