**UNIVERSITY MEDICAL GROUP**

**Position #**

**Department Contact Information**

Return Applications to: **Aleksandra MacRae**

**University Medical Group**

 **S107 - 750 Bannatyne Avenue, Winnipeg, Manitoba R3E OW2**

 **FAX (204) 786-2987 E-mail Address: amacrae@universitymedicalgroup.ca**

**Posting Information**

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| --- | --- | --- | --- |
| Classification | **Program Secretary** | Hours of Work: | **37.5 hours per week** |
| Department: | **Internal Medicine** | Wage or Salary: | **Competitive Salary** |
| Section: | **HSC\* - Various Sections** | Start Date: | **ASAP** |
| Position: | **Permanent / Full Time – 1 position** | Probation Period: | **6 months** |
| **Applications to be Received by: 4:00 p.m. Monday, January 22nd, 2018** |

\*The Incumbent will be primarily located at HSC, with potential for alternate site locations as assigned.

**Qualifications**

***Education:***

Complete high school education, Manitoba standards, required. Successful completion of a recognized secretarial or business administration training program are required. A combination of education and experience will be considered.

***Experience:***

* Two years of previous related experience in a healthcare or university setting, supporting senior level staff and management. Must have exceptional oral and written communication and interpersonal skills. The incumbent must be able to demonstrate good judgement, initiative and diplomacy and have the ability to coordinate workflow and develop efficiencies. Excellent planning, organizational, project and time management skills are required. Demonstrated ability to work independently with limited guidance and supervision. Ability to deal effectively and efficiently with multiple deadlines and competing priorities.

***Special Training/Skills:***

* Typing speed of 75-80 wpm.
* Demonstrated adeptness with Microsoft Office Suite is required.
* Excellent oral and written communication skills are essential.
* Ability to function proficiently with an electronic scheduling system, while maintaining multiple calendars and schedules simultaneously.
* Experience with project coordination and execution.
* Medical terminology training or experience with transcription from an audio device.
* Must possess excellent organizational and time management skills, with effective time management capabilities.
* Knowledge of University of Manitoba and Health Sciences Centre systems and procedures are considered an asset- Concur, EPIC, SAP, Opal, etc.
* Previous experience with education programming and scheduling are advantageous.

**Representative Duties**

***MAIN FUNCTION OF POSITION:***

The incumbent is responsible for the provision of efficient secretarial and undergraduate support to the assigned section within the Department of Internal Medicine. Establishes and maintains effective and efficient office systems and assists Section Head and faculty for section(s) within the Department of Internal Medicine, as required to meet the academic mission. The Incumbent will also provide seamless coordination of the Undergraduate Medical Education program for section(s).

***ILLUSTRATIVE EXAMPLES OF ACTIVITIES OF POSITION:***

**Administrative Duties (50%)**

* Assists the Physician Services Manager and faculty members in carrying out the activities and administration of the assigned section(s). Plans and prioritizes workload to ensure deadlines are achieved.
* Types a variety of correspondence including preparation of medical-legal transcription, memos, manuscripts and abstracts, CV’s, letters, grant and funding requests, expense documents etc.
* Coordinates the daily routine of the office of the Section Head and/or assigned physicians, including scheduling all meetings, educational activities for the Section Head and/or assigned physicians, arranging room bookings and catering for meetings as necessary, ensuring that physician(s) is/are aware of daily schedule and upcoming events, ensuring the calendar is consistently accurate with proper additions and deletions and provided to the physician on a daily basis with no more than five noted errors per quarter.
* Booking visiting lecturers and guests coordinating visits and ensures all expenses are reimbursed in a timely and organized process.
* Schedules meetings for various workgroups, committees of the Section, distributes agendas, minutes, and prepares minutes as required and ensures memos and letters conform to departmental standard format. Assists in a wide variety of responsibilities including selected projects and planning of administrative matters, which include such tasks as grant communication, CV updates and coordinating the annual section retreat.
* Makes all travel arrangements for assigned physicians. Ensures that all travel arrangements are made in a timely manner and monitors to ensure accuracy in documents.
* Prepares a variety of HSC and University of Manitoba forms related to carrying out the day-to-day functioning of the Section for the proper signatory.
* Coordinating and facilitating the application request requirements for the faculty, when applying for research grants.

**Education Duties (50%):**

There is a variety of undergraduate and community educational activities in the assigned section(s). and duties may include, but are not limited to:

* Securing faculty for variety of teaching sessions, coordination calendars and providing commitment reminders for each session.
* Ensuring the data management system (Opal) information is updated consistently with faculty, location and presentation information.
* Consistent communication and transfer of information with the program and the UGME course director.
* Coordination of community visits for both preceptors and patients.
* Facilitating the “Experiencing Disabilities” session with community volunteers.

*“We thank all who apply and advise that only those selected for further consideration will be contacted.”*

**APPROVED BY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**