Downloaded from <https://www.velvetjobs.com/job-descriptions/clinical-medical-assistant>

# Example of Clinical Medical Assistant Job Description

Our company is growing rapidly and is hiring for a clinical medical assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for clinical medical assistant

* Develop mechanisms to guide and monitor students performance and success in meeting professional and interpersonal competencies
* Provide support and guidance to students with particular attention paid to building and maintaining relationships
* Evaluate each student’s abilities and personality characteristics in order to tailor guidance and support activities
* Proactively contact and interact with students by email or telephone when questions arise regarding coping strategies or stressful conditions
* Advise students on compliance with COM department, and institutional policies and procedures
* Develop and implement strategies to guide students in appropriate use of Visiting Student Application Service (VSAS) and its requirements as they pertain to students scheduling and coordinating elective rotations electronically
* Develop and implement strategies to guide students in navigating the timeline and requirements for entering the National Residency Matching Program (NRMP), the National Match Service (NMS) the AOA residency matching service, the Military Match and any other residency matching programs
* Work with Student Support Specialists and other members of the departments of Clinical Education and RSAS to effectively navigate the process of clerkship training
* Assist students in finding clinician mentors who can provide guidance and support in their career and residency choices
* Follow-up with students that contact other departments to ensure resolution of their issue

## Qualifications for clinical medical assistant

* Ability to pass CMA/RMA competency training during a 90 day new hire orientation period and on an annual basis
* Must be able to give injections and to do basic in-office labs done at our office
* Excellent scientific record with experience in laboratory-based cancer research and/or oncology clinical trials, either within an academic institution or the pharmaceutical industry
* Research and/or clinical experience in Cancer Immunotherapy is preferred
* Desire and ability to effectively participate within multi-disciplinary teams and have the ability to interact with external experts and investigators
* Master's Degree and ASCP registry or eligibility, preferred