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# Example of Residency Coordinator Job Description

Our innovative and growing company is looking to fill the role of residency coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for residency coordinator

* Plan departmental annual events, organizes meetings, assist in the preparation for ACGME Site Visits and internal reviews
* Review and evaluate applications for completeness
* Compile reports using knowledge of residency software
* Enter rank order list, maintain residency matching, resident wish list
* Maintain confidential resident/fellowship files and monitor records of resident/fellow attendance for all required educational activities, including conferences and other didactic experiences
* Track work hours, resident activities and schedules
* Verify trainees’ status and activities as needed
* Monitor and document the residency/clinical fellowship evaluation process
* Provides administrative support to Program Director including scheduling of student meetings, preparations of agenda, recording and maintain meeting minutes, and development of reports
* Assist with planning departmental annual events including recruitment, orientation, graduation, faculty retreats, various meetings and program-related events

## Qualifications for residency coordinator

* Order office supplies, complete resident reimbursements and performs other duties as assigned
* Manage, create, and distribute resident ICU schedule
* Manage, distribute and update on call schedules in smart page
* Previous Stanford experiences a plus!
* Experience with work requiring attention to detail and juggling multiple priorities is essential
* Experience coordinating multiple functions, managing data and leading mid-size projects preferred