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# Example of Residency Coordinator Job Description

Our growing company is hiring for a residency coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for residency coordinator

* May assist in preparation of proposals for funding from outside sponsors
* Develops and recommends new or revised program goals and objectives and improvements
* Provides both administrative supervision and support to residents
* Collaborate with the Program Director(s) and residency leadership to recommend, prepare, support and provide feedback on the selection and performance of faculty serving at Ph.D
* Manages the recruiting activities for the residency program
* Manages Electronic Residency Application System for (ERAS) program applicants
* Plans and executes candidate interview days to include scheduling of candidates and faculty
* Prepares and submits rank list by deadline date
* Prepares and submits new hire paperwork for onboarding
* Plans departmental orientation for each program

## Qualifications for residency coordinator

* Experience with Stanford systems (Oracle, Axess) and ERAs, MedHub or other residency evaluation management system is desirable
* Previous experience in an academic or research environment is highly desirable
* Creates and populates rotation schedule in New Innovations system for both programs
* Runs gap reports on New Innovation
* Partners with academic affairs office to identify new recruitment sources and coordinate advertising
* Performs all Match responsibilities and corresponds with newly matched residents about requirements and process for appointment to the hospitals