**Part-Time Program Administrator III- Division of Gastroenterology**

Under the direction of the Program Director (PD) of the Division of Gastroenterology, the incumbent is responsible for the coordination of academic training activities and the provision of administrative support to the program staff and residents.

**Responsibilities**

(includes but not limited to):

- Responds to inquiries, provide information, and coordinates meetings related to the Residency Training Program;
- Liaise and support the medical trainees regarding the use of internal systems, and processes including call schedules, leaves, medical education events.
- Completes and submits to the University of Ottawa the necessary documentation for Residents and Fellows to participate in the Program;
- Prepare and organize all clinic schedules for fellows, residents and medical students.
- Prepare call and educational schedules for fellows and residents.
- Coordinates and approves annual leave forms for Division residents/fellows, rotating residents and medical students;
- Provide support and direction to trainees, staff and the Program
- Maintains resident information including annual and professional leave, academic half day schedules, promotions, evaluations, etc.
- Provides administrative support to Program Leadership and subcommittees as required/directed by the Program Director;
- Ensure evaluation forms of all rotating residents are forwarded to appropriate evaporators.

**Qualifications**

- Post-Secondary diploma or degree in a related field.
- 5+ years previous related administrative experience, experience in a medical education field is a definite asset;
- Practical experience in a student/medical education environment (e.g. university/college, student support services, academic training hospital/medical education department);
- Intermediate knowledge and ability to use Microsoft Office programs and applications.
- Experience maintaining a database.
- Knowledge of hospital infrastructure, University affiliations, and medical organizations.
- Knowledge and understanding of educational institution/accrediting organizations an asset.
- Knowledge of One45 and Elentra is an asset.

**SKILLS AND ABILITIES:**

- Ability to work and thrive in a complex, fast paced environment and maintain a positive disposition;
- Strong written communication, proofreading and editing skills required to draft and/or generate correspondence/documents;
- Advanced interpersonal and verbal communication skills, demonstrating
initiative, tact and diplomacy:
- Ability to multi-task with an attention to detail, demonstrating organizational, prioritization, and time-management skills, as well as proven ability to meet deadlines;
- Ability to work independently with minimal supervision;
- Ability to troubleshoot and problem-solve independently and in consultation with key contacts;
- Strong analytical skills;
- Ability to handle highly sensitive and confidential information;
- Proficiency in speaking and comprehending both English and French (Level B+) is preferred.

Contacts
To apply for this exciting opportunity, please forward resume and cover letter quoting the corresponding Competition Number, by email at domcareers@toh.on.ca, by fax at 613-737-8851 or by regular mail to Human Resources:
Department of Medicine, Box 206,
The Ottawa Hospital, 501 Smyth Road,
Ottawa, ON K1H 8L6.
We sincerely thank all applicants for their interest but only those under consideration will be contacted.

IMPORTANT NOTICE: Support staff are employees of the hiring physician(s) or Division and the Ottawa Hospital is the paymaster of our employees. Although our employees have offices within the Ottawa Hospital, they are not employed by the Ottawa Hospital.
The Department of Medicine is committed to the principle of equal opportunity in its employment practices and to providing an environment free from discrimination and harassment for all employees. The Department of Medicine will, upon request provide accommodations in accordance with the Accessibility for Ontarians with Disabilities Act.