



# The West Virginia School of Osteopathic Medicine



## **PROGRAM ASSISTANT II**

Duties and responsibilities include but are not limited to: assisting with Clinical Skills I, II & III and Clinical Skills laboratories for students; providing OSHA and HIPPA training to students; assisting with the standardized patient and simulation programs; assisting with student health records; assisting with the OSCE program; assisting with the WVSOM booth at the WV State Fair and coordinating continuing medical education reporting.

Must have an Associate's Degree or certificate in a medical field with 5 years of related clinical and administrative/clerical experience such as a L.P.N. Must be computer literate and exhibit good interpersonal skills. Must eventually acquire ACLS & BLS instructors' certificates.

This is a full-time, classified position with a pay grade of 13; it is non-exempt from FLSA regulations concerning overtime; entry level salary is \$23,837.00 with full state benefits.

Qualified external applicants should send letter of interest, current resume or application and two letters of reference to [lbicksler@osteo.wvsom.edu](mailto:lbicksler@osteo.wvsom.edu) or WVSOM- HR, 400 North Lee Street, Lewisburg, WV 24901.

WVSOM is an Affirmative Action/ Equal Opportunity Employer.