

Position Details: Integrative Medicine Symposium - Symposium Operations Coordinator

Description of Duties and Responsibilities that can <u>only</u> be completed <u>On Campus</u> as they relate to the purpose/role of the position	N/A
Description of Duties and Responsibilities that may be completed <u>Remotely</u> as they relate to the purpose/role of the position	<ul style="list-style-type: none"> • Oversee operations during the Integrative Medicine Symposium • Creating materials to distribute to attendees and participants • Preparation of speakers for presentations, including webinar troubleshooting and training • Preparation of attendees for online conference operations, including troubleshooting and training • Preparation of volunteers for online conference, including training
Job Qualifications and Experience	<p>Effective verbal and written communication Enthusiasm for Integrative Medicine and passion for spreading knowledge Ability to manage and coordinate with a diverse range of people, including physicians, students and community members Good organization skills Federal Work Study eligible undergraduate/graduate students attending Touro College.</p>
Organization/Location Name	Integrative Medicine Club at Touro California
Organization/Location Address	1310 Club Drive, Vallejo, CA 94592
Department	Osteopathic Manipulative Medicine
Length of Student Employment Desired	Fall 2021 and Spring 2022
Position work hours	20 Not to exceed 30 hours per week in the summer and 20 hours per week in the fall and spring
Number of Positions	1
Rate of pay	\$16 per hour

Supervisor's Name, Phone Number and Email	Victor Nuño, D.O., 707-567-5113, vnuno@touro.edu
Alternate Supervisor's Name, Phone Number and Email	Jennifer Redman, 707-638-5219, jredman@touro.edu