

Position Listing

Position Title

Clinical Coordinator, Master of Physician Assistant Program (MSPA)

Position Description

Murphy Deming College of Health Sciences at Mary Baldwin University invites applications for a Clinical Coordinator position starting in spring 2026

This position will support the office of the Director of Clinical Education for the Physician Assistant Program and serve as a point of contact for students and Physician Assistant Program clinical affiliates.

Required Qualifications

- Professional presence with exceptional interpersonal communication and written skills
- Proven experience with Microsoft Office and database/CRM management tools
- Proven experience with Google Drive and Google platform tools
- Highly organized and able to adhere to strict deadlines
- Ability to manage multiple tasks in a fast-paced environment with regular interruptions
- Associate degree or any combination of education and experience that illustrates the knowledge and skills needed to fulfill position responsibilities

Preferred Qualifications

- Bachelor's degree
- Previous experience with customer service, higher education, marketing or contract support services preferred

About Mary Baldwin University

Founded in 1842, Mary Baldwin University has a proud legacy of innovating to best serve our students as the world changes.

MBU is a small, coeducational university offering a range of degrees from bachelor to doctoral. We serve a diverse student population on our historic Staunton campus in the heart of downtown Staunton, Virginia, Murphy Deming College of Health Sciences in nearby Fishersville, and online.

MBU offers unique opportunities for our students to become leaders in the classroom, community, workplace, and in their own lives.

About Murphy Deming College of Health Sciences

Murphy Deming College of Health Sciences (MDCHS) was opened in 2014, with the intention of addressing health care workforce needs and the complex health issues of the region. The college accomplishes this through clinically focused professional programs in Nursing, Occupational Therapy, Physical Therapy, and Physician Assistants programs that concentrate on addressing regional health care needs. We believe that community health issues are best solved by professionals who value interprofessional collaboration and thrive in a culture that embraces inclusivity and equitable access to health care. Our vision is to be recognized as the primary regional partner to develop community-oriented interventions for the education of and provision of services to the public, thereby improving health and life outcomes.

Application Process

Mary Baldwin University is committed to promoting a culture of equity and inclusion among students, staff, and faculty. The university does not discriminate on the basis sex, gender, nor does the university discriminate on the basis of race, national or ethnic origin, color, age, disability, religion, veteran's status, sexual orientation, gender identity, gender expression or any other reason prohibited by law in provision of employment opportunities and benefits.

All correspondence relating to the position of [Insert Position Title] should be directed, in confidence, to

Tara Miller, Director of Administration & Operations for Murphy Deming

twmiller@marybaldwin.edu

Murphy Deming College of Health Sciences

100 Baldwin Blvd., Fishersville VA 22939

A completed application should include the following:

1. Cover Letter outlining your interest and qualifications for the position including a statement that reflects your commitment towards supporting a culture of Equity and Inclusion Excellence.
2. Updated CV;
3. Three (3) professional references with contact information, title, institutional affiliation, email address and direct phone numbers. *(No references will be contacted without written permission from the candidate.)*

The search will remain open until the position is filled.