Coordinator of Experiential Education, IPPE, College of Pharmacy, California Northstate University, Elk Grove, CA

Job Classification: Full-time, non-exempt
Benefit: Per California Northstate University employee benefits

Closing Date: Position open until filled

Review of Applications: Reviewed upon receipt

Anticipated Start Date: November 2015

Reporting Responsibility: This position reports to the Director of Experiential Education, IPPE for College Of Pharmacy

Position Summary: This staff position is the primary staff member supporting the IPPE portion of the Experiential Education Program. This position will participate in the day-to-day activities related to the IPPE Program including supporting students, preceptors, and sites.

Essential Duties & Responsibilities

1. Coordinate overall IPPE program including, but not limited to; calendaring and planning the key dates, maintaining critical data bases, and ensuring appropriate site specific student compliance is satisfied.
2. Provide administrative support to the Director Experiential IPPE in areas including, but not limited to, polling preceptor availability, initial student scheduling, and working with preceptors to complete student assessments.
3. Assist students in the IPPE program in a variety of areas including, but not limited to; guiding thru the Board of Pharmacy Intern licenses, assisting students with site development, preparing and presenting program information to student who are entering or currently participating in IPPE, and database training.
4. Assist in the overall management of the Experiential Education Program including, but not limited to; coordinating the Experiential Education Program portion of new student orientation and Coordinating Preceptor events.
5. Assists sites and preceptor with a variety requests by responding to incoming communication including assessing site and preceptor needs, resolving routine program challenges, and routing unresolved issues as appropriate.
6. Assists with the ongoing development and maintenance of the experiential education program’s handbooks, syllabi and evaluations.
7. Provides administrative support to experiential education staff, faculty, and administrators as needed.
8. Serve on a variety of College or University level committees as assigned by administrators.
9. Participates in accreditation and regulatory processes, as appropriate.
10. Performs other related duties as may be assigned by the College of Pharmacy administration.

Knowledge, Skill Sets, and Experience
1. At least 2 years of F/T administrative experience or the equivalent in either a health care education/business site is required. Previous F/T University or College experience a plus.
2. Expert or advanced computer skills (i.e. MS Word, Outlook, Excel and PowerPoint) sufficient to assist for both presentation and publishing utilized by the Experiential Education Program, including the experiential and educational platforms.
3. Superior communication skills for public speaking, writing and editing required. The ability to organize, prioritize, multi-task, and delegate as appropriate. Demonstrates ability to work as a “team player” as well as capability to work independently for timely task/assignment completion.
4. Possesses the ability to assist Experiential Education Faculty with various academic endeavors including research, data collection, and interpretation.
5. Basic knowledge and understanding of medical and pharmacy terminology as well as an understanding of experiential education concepts are strongly desired.
6. Demonstrates a positive professional demeanor with the preceptors, faculty, staff, and students.
7. Maintains the high standards of the Experiential Learning Program as well as the School of Pharmacy and pharmacy profession.
8. Demonstrates proficient people skills in all phases of interaction with the faculty, staff, students and preceptors.
9. Possesses the confidence to share information, ideas and opinions in group settings such as committee, preceptor, student and department meetings.

Miscellaneous Responsibilities
a. Adheres to legal requirements and privacy guidelines set forth by the University or College, as well as by state and federal law.

b. Cultivates a professional relationship during interactions with preceptors, students, faculty, and staff as well as representing the College with a high degree of professionalism, tact and integrity.

Organizational Accountabilities

Mission:
Shares in and displays a commitment to the mission and philosophy of the College by providing excellent internal and external service to both students and preceptors. Personal conduct and decision-making exemplify the College of Pharmacy mission; demonstrates cultural sensitivity; dedication and
compassion; promotes community awareness related to health and wellness; and serves the best interests of CNUCOP, its faculty, students, preceptors and the community at large.

**Teamwork:**
Demonstrates ability to work harmoniously with others to get a job done expeditiously and with a positive attitude. Attitude promotes a positive work environment with respect for others and resolves issues and conflicts professionally. Communicates effectively with other faculty, staff, students, and preceptors by offering constructive suggestions which enhance team performance.

**Leadership:**
Acts in a self-directed manner; initiates appropriate action before being directed by others or forced to react by events. Seizes opportunities to be proactive in avoiding potential problems. Learns from own mistakes; adapts to changing conditions; willingness to accept challenging or difficult assignments. Inspires excellence and commitment by others.

**Planning:**
Determines resources and initiates any action required to accomplish Program objectives. Sets priorities and manages time effectively. Identifies potential problems as well as opportunities for resolution; and works with supervisor to plan contingent actions, as appropriate.

**Professional Development:**
Demonstrates and maintains a competent level of administrative duties in accordance with the College’s policies and position certification requirements. Exhibits professional growth through continuous improvement; participates in relevant training and educational programs on and off campus.

**Results Orientation:**
Focuses effort and resources toward the completion of tasks and assignments; realization of Program goals and fulfillment of the College’s Mission. Demonstrates ability to adjust priorities appropriately, assess progress critically; and overcome barriers effectively to attain results.

**Physical Requirements**
The physical demands listed are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Modified “light duty” restrictions may be arranged as needed and when available for job-related injuries or illnesses.

While performing the duties of this job, the employee is regularly required to stand, walk, sit; use hands for clerical duties and keyboarding. The employee is occasionally required to reach with hands and arms; stoop and kneel.
The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job includes close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Acute hearing is necessary for telephone and in-person communication with callers and in assisting faculty, staff, students, and preceptors; visual acuity sufficient to read a computer screen and paper documents.

**Working Conditions**
This position typically functions indoors in a health education environment with minimal risk of exposure to hazards or chemicals.

**Applicants should submit:**
- Cover letter of interest that addresses qualifications, experience and career goals
- Resume/CV
- Names, addresses, and telephone numbers of at least three (3) professional references

Please send application materials to the HR Department at hr@cnsu.edu, or California Northstate University, 9700 West Taron Drive, Elk Grove, CA 95757.

California Northstate University is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply.