



Los Angeles Hub Coordinator for Experiential Education, College of Pharmacy, California Northstate University

Location: White Memorial Medical Center in Los Angeles

Reports to: Director(s) of Experiential Education (EE)

Classification: Full-time, exempt

Education: Doctorate (PharmD or PhD) preferred; Assistant, Associate or Full Professor; ASHP-accredited residency preferred

Experience: An enduring track record of effectiveness in pharmacy practice, and experience in Experiential Education (EE) or equivalent.

Position Summary, Responsibilities and Duties:

The Hub Coordinator is a faculty member and an employee or representative of the College of Pharmacy. The Hub Coordinator, even though they may be at diverse sites/settings, will share the same rights and responsibilities as all other regular faculty of the College in fostering the mission and vision of the College and University. They will maintain a license and clinical practice in the region where they are assigned, but travel on occasion to the College for meetings, advising and teaching. They will report directly to the Director(s) of Experiential Education and will be assigned the following duties:

1. Lead efforts, with assistance of EE Director(s), for procuring and promoting experiential sites for the Doctor of Pharmacy program at the specific Hub and sites.
2. Maintain experiential preceptors and sites, and other professional relationships required to support the Doctor of Pharmacy program in conjunction with the Director(s) of EE within the Hub location.
3. Hold responsibility for the EE program logistics including, but not limited to, site visits, preceptor support and training, and APPE/IPPE student support and mentoring.
4. Assist sites and preceptors with a variety of requests by responding to incoming communication emails, faxes or calls, including assessing site and preceptor needs, resolving program challenges, ensuring timely completion of student assignments or assessments, or other pending issues as appropriate.
5. Collaborate with the Director(s) of EE in developing and maintaining ongoing preceptor development programs, newsletters, committees, continuing education and tracking.
6. Compile reports regarding sites and preceptors.



7. Maintain and develop tools to track and ensure quality and improvement of EE learning outcomes, sites and preceptors; participate in accreditation or survey processes as appropriate.
 8. Pursue individual professional development and scholarly activity.
 9. Participate in accreditation and regulatory processes.
 10. Update the EE Handbook and APPE and IPPE syllabi as designated.
 11. Serve on College of Pharmacy or University committees as designated, and participate in College of Pharmacy programs such as White Coat Ceremony, Graduation, Preceptor Banquets and CE.
 12. Collaborate with other faculty in areas of IPE and Co-Curricular programming and assessment.
 13. Uphold the mission and vision of the EE Department, School of Pharmacy and University.
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Knowledge, Skill Sets and Experience:

1. At least 2 years of experience as a faculty member in a health care education business.
2. Expertise or advanced computer skills in MS Word, Outlook, Excel and Power Point, or other software programs as designated.
3. Superior communication skills for public speaking, writing and editing required. The ability to organize, prioritize, multi-task, and delegate as appropriate.
4. Demonstrate ability to work as a team player as well as capacity to work independently for timely task and assignment completion.
5. Demonstrate a positive professional demeanor and solid people skills with preceptors, faculty, staff, and students and others in the College of Pharmacy and University.

Miscellaneous Requirements

1. Adhere to all legal requirements and privacy guidelines set forth by the College of Pharmacy and University, as well as state and federal law.
2. Meet physical requirements; sit, stand, reach, stoop, kneel, lift, or other duties as appropriate. Ability to hear telephone and in-person communication; visual acuity.

Applicants should submit:

1. Cover letter of interest that addresses qualifications, experience and career goals.
2. Resume or CV.
3. Names, addresses, and telephone numbers of at least 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. Salary determined by experience and qualifications.

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