

JOB DESCRIPTION

Title: Coordinator, Experiential Education

College: Pharmacy

Classification: Full-time, non-exempt, 12-month appointment

Supervisor: Vice-Chair, Experiential Education

Education: Bachelor's or higher (Science preferred)

Experience: At least two years of relevant job experience

The Coordinator of the Experiential Education Department (EE) is a full-time, non-exempt, staff member who is responsible for coordination of experiential programs, students, preceptors, and sites; as well as other duties as assigned by the Chair(s) of the Experiential Education Department.

Responsibilities of the Experiential Education Coordinator include, but are not limited to:

- Coordinate overall EE programs including, but not limited to; calendaring and planning the key dates, maintaining critical databases, and ensuring appropriate site-specific student compliance is satisfied.
- Coordinate planning, implementation, and hosting of preceptor appreciation dinner events, conferences, and breakfast programs implemented by the Experiential Education Department.
- Provide administrative support to the Chair(s) and Directors of EE in areas including, but not limited to, polling preceptor availability, initial student scheduling, and working with preceptors to complete student assignments.
- Assist students in the EE program in a variety of areas including, but not limited to; guiding through the Board of Pharmacy Intern licenses, assisting students with site development, preparing and presenting program information to students who are entering or currently participating in IPPE, database maintenance and training.
- Assist in the 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.
- Assists sites and preceptor with a variety of requests by responding to incoming communication, including assessing site and preceptor needs, resolving routine program challenges, and routing unresolved issues as appropriate.
- Assists with the ongoing development and maintenance of the experiential education program's handbooks, syllabi, and evaluations.
- Provides support to other experiential education department: staff, faculty, and administrators as needed.
- Serve on a variety of College or University level committees as assigned by the Chair(s) of EE.
- Participates in accreditation and regulatory processes, as appropriate.
- Performs other related duties and functions as may be assigned by the College of Pharmacy administration.
- Occasional light travel, evening and weekend attendance may be required.