

Job Title:**Academic Affairs Coordinator, College of Osteopathic Medicine****Job Description:**

Working under the direction of the Curriculum Manager at the Office of Academic Affairs (OAA), the Academic Affairs Coordinator will support the day to day curricular and administrative activities at the OAA to accomplish the academic goals of the College of Osteopathic Medicine. This position will co-ordinate faculty initiatives for delivery of curriculum and will manage and maintain accurate faculty data regarding curriculum administration and outcome assessment. The incumbent should be able to appreciate the challenges of medical curriculum and deal with the medical students with empathy. The successful candidate will be an effective communicator and collaborator for working with a diverse group of staff, faculty and students.

Reports to:**Curriculum Manager****Classification:****Full-Time, Non-Exempt****Essential Duties:**

Assisting the daily operations of the Office of Academic Affairs:

- Ensure effective communication and coordination between the Office of Academic Affairs and other educational units (Assessment Office, Simulation Center, Clinical Education, Educational Technology, and Office of the Student Affairs) to enable effective functioning of each unit.
- Support and coordinate, as applies, the daily operations of the Office of Academic Affairs, including curriculum delivery logistics, tracking of faculty participation in curriculum, delivery of student exams, entry of electronic curriculum into learning management system (LMS), routine and special electronic communications with students and faculty, small group session management, room scheduling, badging, and data entry to support student assessment and curriculum evaluation.
- Facilitate effective processes for collecting student data; input and maintenance of accurate student grades and/or attendance, student record keeping adherence to FERPA and nationally recognized standards.
- Work as an advocate for students and help identify ways to improve the student curricular experience and learning opportunities. Act as a liaison between the Office of Academic Affairs and Office of the Student Affairs and other COM offices/services.
- Along with the Curriculum Manager and the Associate Dean of the Academic Affairs, work with appropriate staff and leadership to ensure effective operations of the OAA including working with the Curriculum Committee, Students at Risk Committee (StARC) and Student Progress Committee (SPC).
- Be a team player in continuous quality improvement in the day-to-day functions of the Office of Academic Affairs.
- Understand and be compliant with the College of Osteopathic Medicine accreditation requirements around curriculum.

At the discretion of the Associate Dean of Academic Affairs, handle other duties as needed:

- Assist in organizing meetings and providing necessary information and relevant data for the Curriculum Committee, StARC, and SPC by ensuring distribution of the agenda, and work with presenting parties to ensure their materials are issued to the committee prior to the meeting.
- Assist in insuring AOA-COCA compliance over topics that must be discussed and reviewed by the Committees on an annual basis.

This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by CHSU.

Qualifications/ Education:

Education

- A Bachelor's degree in Education, Health Care Administration, Public Administration, Organizational Development, or other personnel-related fields is required.
- Master's degree is preferred.

Skills & Experience

- Experience with integrated student information systems, curriculum management systems, and learning management systems.
- Knowledge of medical college curriculum and the functions and structure of a medical college and the process of transitioning to graduate medical education.
- Experience with multiple modalities of electronic curriculum delivery and learning management systems (e.g. Brightspace, Blackboard, Examsoft, InteDashboard, etc.).
- Demonstrated ability to interact with highly educated professionals including physicians, PhDs, university faculty and staff as well as prospective applicants, current students and alumni.
- Progressively responsible, relevant, and positive experience working as a professional in an accredited higher education environment.
- Previous experience and a strong knowledge of working with faculty in academic medicine or at an institute of higher education.
- Prior experience using data as a rubric for analysis and assessment.
- Experience with the administrative process behind curriculum delivery.
- An understanding of and commitment to medical education.
- A commitment to diversity and the ability to work with a diverse group of people.
- A demonstrated ability to systematically prioritize and complete multiple projects simultaneously.
- Excellent oral and written communication skills.
- Efficient organizational and time management skills and excellent customer service abilities.

Compensation:

Position offers competitive wage based on experience plus benefits.

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, addresses, and telephone numbers of at least (3) professional references who may be contacted. Please send a completed package electronically to careers@chsu.edu and type **ACADEMIC AFFAIRS COORDINATOR** in the subject field of the email.