

**Job Title:****Experiential Education IPPE Coordinator****Job Description:**

The Experiential Education IPPE/APPE Coordinator supports multiple aspects of the Introductory Pharmacy Practice Experiences (IPPEs) in collaboration with the Experiential Education Program Manager, Director of Experiential Education (DEE) and with other internal and external stakeholders.

**Reports to:****Director of Experiential Education****Classification:****Staff****Essential Duties:**

- Schedule, oversee and manage IPPE site placements and changes
- Arrange and conduct IPPE site selection with students
- Gather and enter IPPE availability in ELMS
- Communication of IPPE schedules to students/preceptors
- Manage and ensure compliance information and onboarding processes for all IPPE students in the ELMS
  - Track and maintain immunizations and certifications renewals/expiration, physicals, OSHA training, HIPAA training, student proof of insurance, CPR, background checks, drug screens, and other experiential compliance requirements.
- Monitor and manage all IPPE grades
- Triage any student concerns to the Program Manager and DEE if necessary
- Serve as an administrator for Certiphi Drug Screen and Background Checks
- Assist and participate in all student trainings
- Responsible for creating, maintaining, and updating any content in the ELMS relating to the IPPE syllabi
- Collect, communicate, and report experiential data to the Program Manager or DEE as requested
- Assist and participate in Preceptor Advisory Committee meetings
- Provide administrative support to the DEE including but not limited to managing calendar, arranging meetings, and assisting and organizing any luncheons/dinners related to the Office of Experiential Education
- Prepare agenda and take meeting minutes and maintain records of meetings in SharePoint
- Collect preceptor credentials for CHSU files
- Assist the Program Manager as necessary

**Qualifications/  
Education:****Education:**

- Associates Degree in Education, Health Care Administration, Public Administration, Organizational Development, or other personnel-related fields or equivalent work experience required;
- Bachelors degree preferred;
- 2 - 3 years administrative/clerical office experience

**Skills & Experience**

- Previous experience in an academic setting ideal but not required
- Experience in pharmacy field or pharmacy education ideal.
- Knowledge of academic and accreditation standards governing clinical rotations
- Effective and efficient communication of information in a manner suitable for the

intended audience; emphasis on written and verbal communication skills, including professional email and telephone skills.

- Demonstrated ability to interact professionals including pharmacists, PhDs, university faculty and staff as well as current students and alumni.
- Familiarity with higher education process and medical terminology;
- Experience working with sensitive information and maintaining confidentiality;
- Knowledge of form and report development;
- Advanced PC knowledge and skills; proficiency with Microsoft Office, including Outlook, Excel, Word, PowerPoint, etc.;
- Efficient organizational and time management skills;
- A demonstrated ability to systematically prioritize and complete multiple projects simultaneously;
- Attention to detail and able to prioritize duties;
- Public speaking skills desired;
- Ability to work independently and within a team environment;
- Commitment to diversity and inclusivity.

**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](mailto:careers@chsu.edu) and type **IPPE Coordinator** in the subject field of the email.