

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

The Experiential Education Outreach Coordinator manages the establishment and maintenance of training sites and preceptors. Oversight includes communication of student /preceptor concerns to the DEE, Preceptor development training and routine visits to the sites.

Reports to:**Director of Experiential Education****Classification:****Full-time, Exempt****Essential Duties:**

- Conduct site visits to all IPPE/APPE sites including the completion and tracking of site visit forms;
- Collect IPPE/APPE preceptor information/ availability and enter into the experiential management system;
- Assist with development and update of forms, student trainings, and outside brochures as needed;
- Create and accurately maintain all site affiliations and associated databases in the experiential management system;
- Maintain expertise with the experiential management system and participate in training updates as needed;
- Track affiliation expirations, manage renewals in conjunction with CHSU legal team, and issue Certificates of Liability for all affiliated sites;
- Provide training to new IPPE/APPE preceptors on important aspects of CHSU experiential program, including the experiential handbook, expectations of preceptors, use of the experiential management system, and student evaluations;
- Triage any student concerns to OEE team (may be observed at sites);
- Assist in providing information to support data for ACPE and WASC reporting;
- Oversee capacity charts for IPPE/APPE;
- Safeguard the confidentiality of University administration by exercising discretion in communicating information to faculty, students, staff and the various publics served by the University and in handling administrative records, file, and similar confidential items;
- Contribute to the overall success of the University by performing other duties and responsibilities as assigned.

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:**

- Associates Degree preferred or combination of related skills and experience required.
- Previous sales experience required or recent experience with student programs.
- Communication Skills:
 - ◊ Email, phone, and face-to-face communications related to experiential/rotation programs to outside preceptors and pharmacy managers, college of pharmacy staff/faculty and students in a manner appropriate to the situation, i.e. conflict resolution, creating new relationships, information sharing, etc.
- Organizational Skills:
 - ◊ Work independently and be self-motivated. Multitask and prioritize completion of tasks in an efficient manner, Customer Relationship Management (CRM), database management/mining, modify priorities over time as school and department needs evolve.
- Computer/Software Skills:
 - ◊ Expertise in the use of Microsoft Office Suite

Salary:

CHSU offers competitive wage and benefits packages and is an EEO employer

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 **EXPERIENTIAL EDUCATION OUTREACH COORDINATOR** in the subject field of the email.