

Job Title**Student Affairs & Experiential Education Coordinator****Job Description:**

The Experiential Education APPE Coordinator manages all aspects of the advanced pharmacy practice experience rotations and advanced pharmacy practice experience, including the establishment of new training sites and preceptors, student rotation assignments and scheduling, preceptor communication, tracking student grades, and all other aspects of the APPE program.

Reports to:**Classification:****Non-exempt; Hourly; Staff****Student Affairs**

- Manage software for coordinating Student Organizations and Co-Curricular Events.
- Provides frontline support to Registered Student Organizations with Brightspace LMS, conference attendance, bank accounts, printing services, and additional support as needed.
- Coordinate student counseling services and student wellness programs.
- Scheduling, planning, and implementation of Student Affairs events and programs such as Orientation, White Coat Ceremony, Professional Development Day, Career Fair, and Community Engagement Day
- Manages Student Activities Calendar; including room reservations and promotes relational coordination amongst classrooms and CHSU programs.
- Planning, scheduling and coordinating meetings, taking meeting notes, and other clerical duties.
- Monitors Student Affairs inbox to appropriately route emails and/or answer questions.
- Provides database input (Access, Excel, and SIS), ongoing use of data systems, involving regular data input and generating reports.
- Maintain relationships with vendors and assist with catering orders.
- Serve as an administrative liaison with students, faculty, staff, parents, vendors and/or other key department constituency
 - explain policies/procedures; answer various questions; coordinate services; handle special requests or problems.

Essential Duties:**Experiential Education**

- Schedule, oversee, and coordinate site APPE site placements and changes
- Arrange and conduct APPE site selection with students
- Gather and enter APPE availability in ELMS
- Communicate APPE schedules to students/preceptors
- Ensure compliance information and onboarding processes for all APPE 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.
- Responsible for creating, maintaining, and updating any content in the ELMS relating to the APPE syllabi

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, and contact information of at least (3) professional references. Please send a completed package electronically to careers@chsu.edu and type **APPE Coordinator** in the subject field of the email.

- Monitor and oversee all APPE grades
- Triage any student concerns to the Program Manager if necessary
- Oversee Certiphi Drug Screen and Background Checks
- Assist and participate in all student trainings
- Collect, communicate, and report experiential data to Program Manager as requested
- Assist and participate in Preceptor Advisory Committee meetings
- Assist and support Program Manager as necessary

Other

- 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.

Education

- Associates Degree in Education, Health Care Administration, Public Administration, Organizational Development, or other personnel-related fields or equivalent work experience required;
- Bachelor's Degree preferred.
- 3 - 4 years administrative/clerical office experience

Skills & Experience

- Two or more years of related work experience and/or relevant training.
- Previous experience in an academic setting and familiarity with higher education process
- Ability to keep track of multiple projects and ensure timely follow-up.
- Self-motivated, and able to work independently with minimal supervision.
- Effective and efficient communication 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 and maintain good relations with professionals, university faculty, and staff as well as current students and alumni
- Ability to work effectively with colleagues and students by practicing punctuality, respect for deadlines, and collaborative problem solving.
- Ability to exercise good judgment and act professionally, sensitively, and with a high level of discretion and maintaining confidentiality
- Attention to detail and able to prioritize duties; ability to systematically prioritize and complete multiple projects simultaneously;
- Advanced PC knowledge and skills; proficiency with Microsoft Office, including Outlook, Excel, Word, PowerPoint, etc.;
- Knowledge of form and report development;

Qualifications/ Education:

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Compensation:

- Public speaking skills desired;
- Ability to work independently and within a team environment;
- Commitment to diversity, equity and inclusion.

CHSU offers a competitive benefits and compensation package. Salary is commensurate with experience.

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