



# Coordinator of Experiential Education, College of Pharmacy, California Northstate University, Elk Grove, CA

Reports to: Department Chair for Experiential Education

Classification: Full-time, non-exempt, \$20.00/hr

Education: Bachelor's required, Masters preferred

Experience: An enduring track record of organizational experience and expertise in related software.

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## **Position Summary, Responsibilities and Duties:**

The Experiential Education Coordinator will report directly to the Department Chair for Experiential Education, in the College of Pharmacy and will be assigned the following duties:

1. Hold responsibility for the EE program logistics including, but not limited to, preparing students for rotations; organizing student schedules, calendaring and planning key dates, participating in didactic instruction regarding EE, maintaining critical data bases, ensuring student and site compliance or other required certifications.
2. Assist the Department Chair for EE in developing and maintaining ongoing preceptor development programs, newsletters, committees, continuing education, assessment, and tracking.
3. Lead and co-lead administrative duties in polling preceptor availability, student scheduling, and working with preceptors to complete all student assignments, including delinquent assessments.
4. Lead and co-lead administrative duties of EE including, but not limited to, site contracts - acquisition, renewal and maintenance; and student licensure.
5. Assist sites and preceptors with a variety of requests by responding to incoming communication emails, faxes or calls, including assessing site and preceptor needs, resolving program challenges or pending issues as appropriate.
6. Update the EE Handbook, APPE and IPPE syllabi, College 30, or other instruction as designated.
7. Serve on College of Pharmacy committees as designated, and participate in College of Pharmacy programs such as White Coat Ceremony, Graduation, Preceptor Banquets and CE.
8. Maintain and develop tools to track and ensure quality and improvement of EE learning outcomes, sites and preceptors.



9. Develop expertise in areas such as IPPE, APPE, compliance, newsletters, communication, and/or planning, but work together for smooth EE department functioning.
  10. Support EE Department Chair in other ongoing tasks and duties of the EE program.
  11. Participate in accreditation and regulatory processes as appropriate.
  12. Pursue individual professional development.
  13. Uphold the mission and vision of the EE Department, School of Pharmacy and University.
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#### **Knowledge, Skill Sets and Experience:**

1. At least 2 years of Full-time administrative experience or the equivalent in either a health care or education-related business.
2. Expertise or advanced computer skills in MS Word, Outlook, Excel and Power Point. Knowledge of E\*Value, Canvas and other software as designated.
3. Superior communication skills for public speaking, writing and editing required. The ability to organize, prioritize, multi-task, and delegate as appropriate.
4. Demonstrate ability to work as a team player as well as capacity to work independently for timely task and assignment completion.
5. Demonstrate a positive professional demeanor and solid people skills with preceptors, faculty, staff, and students and others in the College of Pharmacy and University.
6. Basic knowledge and understanding of medical and pharmacy terminology as well as EE concepts.

#### **Miscellaneous Requirements**

1. Adhere to all legal requirements and privacy guidelines set forth by the College of Pharmacy and University, as well as state and federal law.
2. Meet physical requirements; sit, stand, reach, stoop, kneel, lift, or other duties as appropriate. Ability to hear telephone and in-person communication; visual acuity.

Applicants should submit:

1. Cover letter of interest that addresses qualifications, experience and career goals.
2. Resume or CV.
3. Names, addresses, and telephone numbers of at least 3 professional references.

Please send application materials to the HR Department at [hr@cnsu.edu](mailto:hr@cnsu.edu), or California Northstate University, 9700 West Taron Drive, Elk Grove, CA 95757. Salary determined by experience and qualifications.

California Northstate University is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply.

EE Coordinator