



## Classification Description

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**Job Title: Coordinator, Health Professions**

**Pay Grade: 108**

**Job Code: 3960**

**FLSA Status: Exempt**

### **Job Purpose**

The Coordinator, Health Professions is responsible for coordinating the completion of all tasks for all programs within the School of Health Professions (SoHP) - excluding EMS and Nursing. Duties include support for Directors, faculty, and instructional staff with course materials, supplies, simulation requirements and students from program admissions to graduation.

### **General Responsibilities**

#### **Essential Functions**

Coordinates the accurate and timely completion of department functions and assigned special projects within the School of Health Professions.

Analyzes and reviews the performance of administrative functions under charge for the purpose of improving efficiency, maximizing resources, and ensuring accuracy in task performance.

Performs both routine and special department projects; understands the services, policies and procedures offered and provides information or assistance, as requested.

Coordinates and maintains departmental filing system, to include student files, all department records, forms, reports, etc. for all allied health programs (excluding EMS and Nursing).

Scribes meeting minutes for leadership and advisory meetings when requested.

Consults with students to determine if they have met the qualifications in order to start the admissions process for each program in which they are interested. Provides information on the admissions process and recommends the best course to take towards the degree in the semesters that follow.

Schedules all of the courses and inputs textbook information for all allied health programs (excluding EMS and Nursing).

Inputs work load hours for all of the faculty, staff and adjunct professors for the SoHP.

Provides training and processing of all IQF and FQF forms for SoHP.

## COORDINATOR, HEALTH PROFESSIONS

Provides initial training and ongoing guidance to other administrative support personnel related to budget implementation processes.

Assists with project coordination and purchasing for SoHP.

Coordinates and prepares documents and materials for orientations, tours, events, open houses, pinning ceremonies, and STEM related activities for SoHP.

Scans equipment in the program labs for inventory on an annual basis. Orders supplies for Radiology, Respiratory and Cardiovascular labs throughout the year.

Ensures proper storage/removal of hazard waste under OSHA regulations.

Responds to student, parent, and advisor emails on a daily basis.

Prepares and performs presentations to the students when requested.

Assists with the record disposition process for each program when necessary.

Assists with accounting records for the department, which may include purchase orders and requisitions, billing, expenditures, revenues, inventory, payroll, and P-card reconciliation.

Assists faculty in compiling data for the admission process and calculating the points to determine student placement in each program.

Assists with admission testing and interview scheduling for each program.

Participates in the preparation, development, and assembly of board materials, presentations for the College, public or community organizations, and reports or materials as required by the supervisor.

Prepares, proctors, and grades exams when requested.

Participates in student skill evaluations when needed.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

## COORDINATOR, HEALTH PROFESSIONS

### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

Bachelor's degree from a regionally accredited institution of higher education.

Three (3) years full-time professional work experience providing project management or related. Appropriate combination of education and experience may be substituted.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Ability to independently travel to various campuses and other locations for College business.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

#### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.

## COORDINATOR, HEALTH PROFESSIONS

- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

### **Work Conditions/Physical Demands/Special Conditions**

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: June 28, 2021. Revised: July 1, 2023, and January 18, 2024.