



Classification Description

Job Title: Coordinator, Health Professions Administration

Pay Grade: 108

Job Code: 4163

FLSA Status: Non-Exempt

Job Purpose

The Coordinator, Health Professions Administration is responsible, professional work providing senior-level administrative support to the Dean, School of Health Professions. This position provides support and coordination of general operations for the School of Health Professions and associated staff and faculty, across all campus locations. In collaboration with the School of Health Professions administration, responsibilities of this position include, but are not limited to, project management, budget monitoring and analysis, organizational management and development, senior-level administrative tasks, and support to all Administrative Assistants within the School of Health Professions.

General Responsibilities

Essential Functions

Directly supports various complex/specialized projects for the Dean, typically involving work with all program areas within the School and a multitude of sources across campus.

Obtains and prepares necessary data for financial and statistical analysis, utilization, and report generation and submission for the Dean.

Understands the services, policies and procedures offered within the School and College, and provides information or assistance. Assists in determining opportunities to develop, streamline, and coordinate processes within the School of Health Professions.

Assists Associate Dean, Senior Director, and Program Directors in accurate and timely completion of routine department functions and assigned special projects within the School.

Supports the Dean in overseeing the accountability processes of the School and works with staff at all levels to understand accountability best practices. Collaborates with the appropriate School personnel to ensure timelines are followed, and deadlines related to documentation of effectiveness plans and reports are met.

COORDINATOR, HEALTH PROFESSIONS ADMINISTRATION

Provides technical and organizational support to the Dean in the daily operations of the School of Health Professions.

Collaborates with appropriate School leadership and staff on assigned projects to generate budget reports; monitors regular project budget expenditures and financial records.

Maintains Dean's calendar, arranging and monitoring scheduling for seminars, training, meetings, travel, and related school functions.

Coordinates and maintains School of Health Professions Dean's Office filing system, to including School records, forms, reports, etc.

Oversees the maintenance of accounting records for the Dean's Office, which may include purchase orders and requisitions, billing, expenditures, revenues, inventory, and payroll.

Oversees all contracts (initiation, due dates, negotiations, and renewals) for the School of Health Professions including, but not limited to, Clinical Affiliation agreements, construction and vendor agreements, purchasing agreements, and general affiliation agreements.

Establishes and maintains certificates of professional liability insurance including policy development, implantation and reporting in collaboration with the Office of Contracts and Risk Management.

Receives, tracks and reports all Accident/Incident claims for all School of Health Professions operations to the Office of Contracts and Risk Management.

Assists with planning and implementing various department events and workshops, such as monthly/semester school meetings and community advisory meetings.

Maintains confidentiality of sensitive and confidential information and materials.

Perform other related duties as required.

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.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education in business administration, health science, health care administration, or a related field.

COORDINATOR, HEALTH PROFESSIONS ADMINISTRATION

Two (2) years of full-time professional work experience in an educational setting. Appropriate combination of education and experience may be substituted.

Demonstrated experience and proficiency using various databases and software.

Ability to travel independently to FSW's College campuses and other locations, when needed.

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

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, and of the tools to accomplish associated tasks.
- 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.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.

COORDINATOR, HEALTH PROFESSIONS ADMINISTRATION

- 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: August 18, 2023. Revised: July 1, 2024.