



JOB DESCRIPTION

TITLE: PA Educational Program Clinical Administrative Coordinator

COLLEGE: College of Arts & Sciences

DATE PREPARED: June 14, 2017

REPORTS TO: Clinical Coordinator and Administrative Coordinator

FLSA: Non-exempt (Full-time)

POSITION SUMMARY:

The Clinical Administrative Coordinator is responsible for providing prompt, accurate, and courteous clerical support and customer service to all Physician Assistant Educational Program faculty, staff, and students, particularly those involved with clinical learning experiences. This position also provides direct support to the Clinical Coordinator.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Represents Heritage University in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts and communicates effectively with a diverse group of faculty, staff, students and other customers, both external and internal. Learns and uses operating practices of the Heritage University Physician Assistant Educational Program (HU-PA), the College of Arts & Sciences (CAS) and Heritage University (HU).
2. Supports and coordinates clerical and administrative details to support activities of the Physician Assistant Educational Program faculty and students as needed. This includes but is not limited to managing clinical site correspondence and information, maintaining clinical student records, Certified Background and patient logs, student evaluations, copying, filing, processing and distributing incoming and outgoing mail and faxes.
3. Supports and coordinates clinical sites and preceptors. This includes tracking and processing affiliation agreements with clinical sites and preceptors. Maintaining all information for clinical sites and preceptors in Typhon. Communicating effectively and efficiently with points of contacts for clinical sites and preceptors for student rotations and ongoing positive relationships. Tracking all clinical year students' schedules and locations for faculty members.
4. Creates and maintains hard copies of Adjunct Professor Contracts and syllabi. Maintains all department paper and electronic filing systems according to office records retention schedules and handles confidential information with tact, discretion and in compliance with FERPA regulations.
5. Assists in preparation of correspondence and reports for HU-PA, other offices on campus and outside constituencies. This includes, but is not limited to formulating data in Excel, creating PowerPoint presentations, mail merges, proofreading, printing and copying letters and mail preparation.
6. Serves as the first point of contact for HU- PA faculty, clinical site personnel, students and visitors which includes phone, email, and in-person inquiries. Maintains an orderly and welcoming office environment, greets all visitors with pleasant and professional demeanor, and assists visitors in locating campus resources and services (including other offices on campus, parking information, local information about Toppenish and/or Yakima Valley).
7. Assists in event preparation for HU-PA. This includes, but is not limited to location scheduling and reservations, ensuring appropriate room accommodations for type of event, assisting with preparation of necessary materials in advance of meeting/event, assisting with catering orders/pick-up/delivery, assisting in returning any spaces to original condition, ensuring adequate communication with all parties involved (regarding meeting location, directions, parking).
 - Maintains all department paper and electronic filing systems according to office records retention schedules and handles confidential information with tact, discretion and in compliance with FERPA regulations.

- Manages/maintains clinical student files, schedules, passports, WATCH reports, rotation information including credential students for each clinical site, order PACKRAT for Senior Week, facilitate online end of rotation exams, Clinical Affiliation Agreements, Clinical contracts, current copies of preceptor licenses and board certification information, and update all contact information in Typhon.
- Provides clinical data for self-study.
- Manages and maintains faculty schedules and expense reports/budgets as well as assisting with travel arrangements for clinical PA faculty in accordance with Heritage University guidelines.
- Manages clinical preceptor stipend payments.

8. Upholds the Heritage University Mission Statement as well as the HU-PA Mission Statement.

9. Facilitates communication between HU-PA and the campus community, adjunct faculty, sites, and the public.

10. Assists in collaborative efforts with other individuals or departments on campus as requested by the Program Director, Clinical Coordinator, and the Administrative Coordinator.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other functions as necessary or as assigned.
2. Serves as recorder at HU-PA committee meetings.
3. Provides planning support for special events, such as the Selection Conference, student orientation, White Coat Ceremony, commencement, and ARC-PA accreditation.
4. Orders office supplies and purchases food items for meetings/receptions when needed.
5. Facilitates work orders with the maintenance and IT departments on campus for the department.
6. Train new hires and work study.
7. Regularly use programs such as ExamSoft, CastleBranch, Typhon, and myClinicalExchange.
8. Implement SharePoint for data-sharing among faculty and staff. Maintain spreadsheets, reports, records for numerous clinical faculty advisors' students and clinical sites.
9. Highly responsive to requests from faculty, students, and/or clinical sites providing high quality service.
10. Manage and continually update all student 'passports' (immunizations, drug tests, background checks, certifications, CV's).
11. Order, package, mail and/or hand deliver preceptor gifts and incentives.
12. Collect and assist with analyzing data for self-study (ARC-PA accreditation requirement.)
13. Give class presentation on Typhon for both didactic and clinical year students. Act as the in-house expert to answer any questions/emails the students may have regarding Typhon or CastleBranch.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- A. **Knowledge:** AA degree required. Bachelor degree preferred. Experience working in a college or university highly desired. Past medical experience highly desired. Extensive office experience in professional setting with a high level of confidentiality required.
- B. **Skills:** Must be familiar with MS office software, including Word, Excel, Access, Skype, SharePoint, DropBox, Schedule, and e-mail programs, along with internet, excellent writing and editing skills, and attention to detail required. Must possess a high level of interpersonal skills, diplomacy and professionalism.
- C. **Abilities:** Must be able to lift 25 lbs or more to file and store documents, be able to walk across campus to obtain mail including boxes, be able to maintain a professional manner and a high level of loyalty, as well as strong commitment to the mission of Heritage University. Sensitivity to working within multicultural setting is imperative, professional dress required. Have strong initiative, the ability to make judgments and decisions independently, and knowledge of all regulations, ARC-PA standards, and policies of every department within PA Educational Program.

APPLICATION INFORMATION AND DEADLINE Applications should include the following:

- Cover Letter
- Resume
- List of References (*names, addresses & phone numbers of 3-5 current professional references*).
- HU Employment Application LINK:HU App

Review of applications will begin immediately and will continue until the position is filled.

To apply, please email application material to: Humanresources@heritage.edu or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948