

Overview

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Inactive	No
Effective Date	07/29/2022
Date of Last Change	05/09/2022 03:38:24.580 PM
Job Profile Name	Program Coordinantor, Master of Science in Occupational Therapy
Job Code	Program Coordinator, Master of Science in Occupational Therapy
Include Job Code in Name	No
Job Profile Summary	Provide graduate program support services to the occupational therapy department

Job Description Schedule: Part-time, 20 hours per week

RESPONSIBILITIES

Student Admissions and Affairs:

- Track applicants for admission and selection into the MSOT program in close conjunction with Graduate Admissions staff.
- Respond to student and program inquiries and forward to appropriate personnel as indicated.
- Coordinate with the MSOT program director to set up face-to-face interviews for students accepted into the program.
- Coordinate with the MSOT program director to send acceptance and denial letters to students following the interview process.
- Maintain occupational therapy graduate program information on appropriate web pages.
- Establish, maintain and update student files and lists for the MSOT program.
- Monitor PLNU portal for accurate course planning and management and student registration.
- Interface with records to register students for courses.
- Assign students to Student Success Advisors and faculty advisors in conjunction with the MSOT Program Director and maintain advisor-advisee list.
- In conjunction with Marketing and Graduate Admissions, and the MSOT Program Director, help to market the MSOT program.
- Provide assistance with occupational therapy graduate events such as new student orientation, graduate info receptions, conference booths, room reservations, pinning, graduation receptions, and set up as needed.
- Establish and maintain collegial relationships with MSOT students and alumni.
- Design and maintain all confidential forms associated with admissions, student records, and state and accreditation required documentation.

Departmental Functions:

- Provide administrative support to the program director and graduate MSOT faculty.
- Prepare and reconcile all program budgetary actions: invoices, credit card transactions, purchase requisitions, expense reports and reimbursements.
- Build and coordinate surveys, evaluations and questionnaires for classroom purposes and for general assessment purposes.
- Initiate and maintain assessment records for accreditation and program review and disseminate to faculty, as directed by the MSOT program director.
- Facilitate MSOT committee and faculty meetings by preparing material and meeting agendas, as directed by the MSOT program director.
- Generate, maintain, and disseminate accurate faculty and committee meeting minutes, as directed by the MSOT program director.
- Perform general office tasks such as typing and proofing letters and memoranda, revising forms, ordering supplies, and monitoring inventory of supplies.
- Maintain and order office supplies.
- Anticipate needs in the MSOT programs (i.e. program planning deadlines, registration periods, interview scheduling, future MSOT recruitment, admissions and marketing events).
- Assist graduate OT faculty with course implementation on Canvas, including quiz and survey development, student evaluation deployment, etc., as needed.
- Create documents and reports related to program assessment and accreditation.
- Schedule classrooms, laboratories, guest lecturers, and standardized patients as needed.
- Ensure proper maintenance of MSOT Program equipment and technology.
- Assist with completion and submission of faculty course loads on the Integrated Database (IDB).
- Assist with MSOT faculty/staff job posting procedures and processing of applications for open positions.

Fieldwork/Clinical Duties:

- Maintain currency in clinical agreements with fieldwork and community sites.
- Assure board certification and licensure of all clinical educator personnel and community partners.
- Maintain confidential files for clinical sites and clinical educators.

- Assist the Academic Fieldwork Educator with the collection and distribution of materials required by fieldwork sites for student placement.
- Facilitate all aspects of a liaison with clinical and community sites and monitor student compliance with internship requirements.
- In coordination with the MSOT AFWC, monitor, administer, and store all clinical and community facility paperwork, along with student evaluations each semester.

QUALIFICATIONS

- Bachelor's degree required. Must be highly motivated with a high level of enthusiasm for education.
- Three years of increasingly responsible clerical/bookkeeping experience in an academic setting.
- Understanding of and commitment to the spiritual mission of the university.
- Proficiency in Windows, Word, Excel, Outlook and Google Docs.
- Ability to type 50 wpm.
- Familiarity with confidentiality requirements and procedures, including HIPAA and FERPA.
- Ability to communicate effectively, both orally and in writing.
- Must possess strong detail and time management skills. Ability to work independently and accomplish tasks under deadline stresses.
- Ability to exercise interpersonal skills in establishing and maintaining effective working relations with prospective students, external contacts, and faculty and staff across all levels of the institution.
- Must be able to work efficiently, using independent judgment, while experiencing frequent interruptions.
- Strong computer skills to support the marketing, admissions process and data management.
- Model a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
- Job offer is contingent on clear background check

PHYSICAL REQUIREMENTS

The work is primarily sedentary and may require sitting for extended periods of time. Use of computer equipment: computer keyboard, mouse, and monitor. Ability to read documents, email and other correspondence, and reports on paper and computer monitor. Hearing and speaking to communicate effectively with others in person and by phone. Ability to stand, stoop, push, pull, and lift up to 20 lbs throughout the day.

BENEFITS

Benefits include health, dental, tuition benefits for employee and dependents, competitive retirement matching, vacation and sick time, and 15 paid holidays per year. In addition, we have many opportunities to engage with our community including staff chapel, monthly lunches and a robust wellness program.

Additional Job Description

Job Title Default

Restrict to Country

Job Family

Staff - College of Health Sciences

Job Classifications

43-6014 - Secretaries and Administrative Assistants, Except Legal, Med (US Standard Occupational Classifications (SOC)-United States of America)

5 - Administrative Support Workers (EEO-1 Job Categories-United States of America)

Work Shift Required

No

Public Job

No

Referral Payment Plan

Characteristics

Difficulty to Fill

Critical Job

No

Compensation

Compensation Grade

Nonexempt 4

Compensation Grade Profile

Impacted Eligibility Rules