AUBURN
Human Resources

Dir, Experiential Operations & Co-Curriculum

Job Description

JOB INFORMATION

Job Code	AD22
Job Description Title	Dir, Experiential Operations & Co-Curriculum
Pay Grade	AA12
Range Minimum	$64,820
33rd %	$82,110
Range Midpoint	$90,750
67th %	$99,400
Range Maximum	$116,680
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Academic Programs

JOB SUMMARY

Directs and oversees the Harrison School of Pharmacy's (HSOP) co-curriculum program as required by the Accreditation Council of Pharmacy Education (ACPE). This includes guiding the development of co-curricular activities; managing student assignments; tracking student participation; monitoring co-curricular outcomes; monitoring compliance with ACPE standards; and developing reports. Provides direct oversight of all operations of all experiential programs within HSOP's Clinical and Affairs and Outreach. Supervises staff who are responsible for managing all operational needs of experiential programs. Coordinates the affiliate faculty appointment process for HSOP preceptors.

RESPONSIBILITIES

- Directs the co-curriculum program including identifying, developing, and implementing co-curricular assignments and experiential activities; assigning students to these activities; tracking student participation; monitoring student outcomes; tracking student interventions; ensuring student feedback is provided on all assignments; and developing reports that are needed for monitoring the program and demonstrating compliance with ACPE co-curricular accreditation standards.
- Oversee the use of experiential education software that is used within HSOP’s experiential programs including being a super-user of the software; monitoring and trouble-shooting software issues; communicating with the vendor regarding updates and functionality of the program; training faculty and staff on the use of the program; providing student orientation to the use of the program; and teaching faculty and staff to utilize new, improved, or under-utilized functionality within the program(s).
- Establish and maintain HSOP preceptor and training site relationships. Ensure that all experiential programs affiliation agreements are executed and renewed in a timely manner; serve as a HSOP liaison for our affiliate faculty / preceptors, affiliated sites, pharmacy students, and other healthcare professional students involved in IPE.
- Serve on learning communities, Integrated Learning Experience (ILE) team(s), other AU and HSOP committees as assigned.
- Manage all operations of experiential programs (EP) by supervising EP staff. Ensure that the EP staff maintains the highest quality of stakeholder support (including students, preceptors, and practice sites); provide training, oversight, monitoring, and support for EP staff for all experiential activities, including, but not limited to scheduling IPPE, APPE, IPE, and co-curricular activities; developing student schedules; providing student orientation; and providing ongoing student support.
- Ensuring maintenance of all experiential programs documentation that is required for students such as immunization records, insurance coverage, health data, mandatory training, and other documentation.
- Oversee budget for experiential education activities.

RESPONSIBILITIES

- Analyze current program outcomes and stakeholder feedback and work with HSOP's Clinical Affairs and Outreach team to adjust and adapt to the needs of the preceptors, students, and program.
- Monitor all compliance requirements within experiential programs and ensure documentation is maintained in a retrieval format.
- Contribute to the successful achievement of HSOP's strategic goals within outreach

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Master's Degree	Higher Education Administration; Project Management; Health Care Administration	and	7 years of	Program administration and planning, supervision/management, training and financial responsibility.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of ACPE accreditation standards and guidelines, preceptor guidelines, HSOP's professional curriculum, AU and HSOP policies and procedures, compliance requirements, current literature re: co-curricular requirements.	
Ability to establish and maintain relations with stakeholders (practice sites, preceptors, healthcare programs, students); ability to troubleshoot in different situations for students, preceptors, and faculty.	
Basic computer skills to operate several industry specific software programs such as Pharm Academic, MyRecordTracker, Microsoft Office (Word, Excel, PowerPoint, One Note, Publisher, Outlook, and other integrated software solutions), educational software such as Canvas®, survey software such as Qualtrics®, teleconferencing software such as Zoom®, recording software such as Panopto®, electronic medical record software, intervention tracking software such as Quantifi®, and other computer programs.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.