
Auburn University Job Description

Job Title: **Dir, Exp Ops and Co-Curriculum**

Job Family: No Family

Job Code: **AD22**

Grade 37: \$68,700 - \$114,500

FLSA status: Exempt

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.

Essential Functions

1. 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.
 2. 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).
 3. 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.
 4. Serve on learning communities, Integrated Learning Experience (ILE) team(s), other AU and HSOP committees as assigned.
 5. 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
 6. 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.
 7. Oversee budget for experiential education activities.
 8. 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.
 9. Monitor all compliance requirements within experiential programs and ensure documentation is maintained in a retrieval format.
 10. Contribute to the successful achievement of HSOP's strategic goals within outreach
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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.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.



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Minimum Required Education and Experience

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

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

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.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 6/5/2019
