Program Coordinator

**Department:** Medical Assisting

**Direct Report:** Campus Director/DOE

**Location:** New Kensington

**POSITION SUMMARY:**

The Program Coordinator is the principal academic officer for a specific academic program(s). The Program Coordinator’s primary role is to provide support and guidance to students and instructors and to maintain a leadership role in all program functions. The Program Coordinator ensures student progress toward a successful completion and maintains responsibilities for teaching. The Program Coordinator participates in activities with the program advisory committee, students and the community. This position requires decision making and operating in a coordinated effort with the Campus Director/DOE, Placement Director, program specific advisory committee, and all other academic personnel.

**KEY JOB ELEMENTS:**

1. Provide leadership and vision in implementing curriculum that has a competitive advantage over similar programs at other institutions.
2. Participate in student selection process.
3. Responsible for the management and implementation of the department’s student success initiatives including the weekly monitoring of the persistence targets.
4. Promote and maintain positive student relations.
5. Manage respective academic program to provide a quality education that meets and/or exceeds industry expectations.
6. Advocate and lead school and community relations activities.
7. Possess awareness of the school catalog, faculty handbook, and understand all the procedures and expectations, and policies stated therein.
8. Responsible for national certification or licensure test prep and exam results, e.g. NCCT, PA State.
9. Ensure appropriate record keeping for competency testing as well as related instructional objectives and career outcomes for a minimum of five years from graduation of the program.
10. Assist academic leadership in program evaluation, review, and revision when requested.
11. Participate in new faculty on-boarding and ongoing in-service faculty development activities, and discipline specific professional development.
12. Mentor new faculty as needed.
13. Responsible for maintaining compliance within the current program regulations including implementation and continued adherence to all standards, where applicable.
14. Responsible for maintaining credentials as required by accrediting councils/agencies and regulatory bodies.

ORGANIZATIONAL RELATIONSHIP:

Reports to: Campus Director/DOE

Position Schedule: The Program Coordinator will work Monday through Friday, and is expected to oversee the program operations which occur between 8:00 AM and 2:30 PM Monday through Thursday. As such, the Program Coordinator will be expected to be present during a variation of these hours. Some flexibility in the schedule may be available and/or necessary (e.g. evening classes).

POSITION REQUIREMENTS:

1. Prefer candidates with a conferred Bachelor’s Degree from a regionally accredited U.S. college or university.
2. Possess appropriate occupational experience/expertise based on profession and applicable accreditation.
3. Additional requirements driven by state licensing or accreditation considerations may apply.
5. Ability to act effectively as a leader and member of a team.
6. Ability to organize, problem solve, handle multiple tasks, and function as a team member within established school, state, federal, and accrediting agency regulations, policies, and procedures.
7. Satisfactory completion of a background check also required.

ACCOUNTABILITY:

Direct: Program key indicators and outcomes
          National certification or licensure test prep and exam results,
          Student persistence programs
          Environment conducive to learning
          Classroom policies and procedures
          Oversee maintenance of equipment
          Positive community relations
          Program advisory committee(s)

Indirect: Graduate employment
          Program growth