



**POSITION: inaugural Program Coordinator – Biomedical Sciences**

**DEPARTMENT: Biomedical Sciences**

**SCHOOL: Allied Health Professions**

## **POSITION SUMMARY**

The Program Coordinator of the Biomedical Sciences program serves as a key member of NGU's School of Allied Health Professions and provides leadership, vision, and direction for the Master of Arts in Biomedical Sciences degree. This person organizes and implements the curriculum and maintains policies to achieve compliance with accreditation standards. The Program Coordinator of Biomedical Sciences holds a faculty position with additional administrative duties assigned.

## **RESPONSIBILITIES**

### **Essential Functions for Position:**

- Follow established rules and guidelines of the accrediting body.
- Participate with the hiring and evaluation of assigned faculty.
- Coordinate the scheduling of faculty, courses, and facilities within program.
- Serve as point of contact for internal and external organizations, including graduate medical education programs.
- Coordinates development and revision of the course curriculum including course descriptions, syllabi, outlines, and evaluation methodologies.
- Prepare and teach assigned courses, utilizing Learning Management Systems, strategies, and activities to promote student engagement and enhanced student learning.
- Identify and coordinate laboratory and classroom resources.
- Coordinate and maintain security for all course and examination materials
- Provides leadership and support in the professional development of program faculty.



- Coordinates evaluation of faculty, in accordance with the NGU Academic Handbook.
- Coordinate and participate in student recruitment and selection, including attending activities such as school and community career fairs.
- Coordinate and lead program information sessions for prospective students.
- Conducts formal and informal advising of students and adjunct faculty.
- Develop and maintain field study sites, coordinate student placement and document periodic site visits to evaluate effectiveness and compliance with program policies.
- Participate in program revenue and expense budget development.
- Attend all scheduled staff and faculty meetings.

## **QUALIFICATIONS**

- Terminal Degree (PhD, EdD, MD/DO, DMSc, DHSc, etc.) required
- Applicants with a medical background are preferred
- Minimum of 3 years prior experience in education preferred
- Excellent interpersonal and communication skills to handle a variety of issues and concerns
- Ability to organize, prioritize and problem solve with frequent interruptions
- Computer literacy and knowledge of Microsoft Word and Excel; experience with Exxat preferred
- Understand and comply with SACSCOC standards
- Understand and comply with FERPA regulations
- Supports NGU's mission statement and core values, commitment to a Christian lifestyle and character in keeping with biblical model



## PHYSICAL REQUIREMENTS

- **Visual Abilities:** Read reports, create presentations, and use a computer system.
- **Hearing:** Hear well enough to communicate with co-workers, preceptors, and students.
- **Dexterity:** Grasping, feeling, write, type, and use the telephone, copier, and computer systems.
- **Mobility:** Open files and operate office machines; move between departments and attend meetings across campus.
- **Talking:** Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly.
- **Lifting, Pulling, Pushing:** Exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- **Cognitive/Emotional:** Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions – 75-100% of the time.

## WORKING RELATIONSHIPS

This position is a full-time position in the department of Biomedical Sciences in the School of Allied Health Professions. The Program Coordinator reports to the Associate Dean of the School of Allied Health Professions.

## WORK SCHEDULE

The Biomedical Sciences program operates Monday through Thursday, 8:30 a.m. – 5:00 p.m. and Friday 8:30 a.m. – 12 p.m. Office hours are subject to change as deemed necessary. Occasional work on Saturdays and evenings may be required.

## TRAVEL

Some travel is required for site visits and preceptor recruitment and retention.



This job description in no way states or implies that these are the only duties to be performed by the employee. S/he will be required to follow any other instructions and to perform any other duties as requested by his or her supervisor.

Please submit your resume in the North Greenville University application on the website.