POSITIVE DESCRIPTION
Austin Campus

To apply, submit an employment application (click here for application), resume, and letter of interest to: Academic Dean
13801 Burnet Road, Suite 300, Austin, TX 78727

I. POSITION: Program Coordinator for Pharmacy Technician

II. EMPLOYEE CLASSIFICATION: Professional

III. JOB CLASSIFICATION: Exempt

IV. ACCOUNTABLE / REPORTS TO: Academic Dean

V. POSITIONS REPORTING TO THIS POSITION: None

VI. DUTY HOURS: Minimum of 40 hours per week, plus additional time needed to complete tasks, varied hours.

VII. MINIMUM REQUIREMENTS:

EDUCATION: Bachelor’s degree required in medical or related field. Must have pharmacy technician certification.

EXPERIENCE: Three years related work experience. Experience teaching in a post-secondary environment.

PHYSICAL: Lift up to 30 pounds occasionally and lift up to 10 pounds frequently. Sitting, bending, keyboarding, speaking, hearing.

SKILLS EXPECTATIONS: Excellent verbal and written communication skills. Excellent organizational skills and high attention to detail. Proven team leadership skills and demonstrated commitment to teamwork.

VIII. BASIC FUNCTION/PURPOSE OF THE POSITION: Develop, organize, direct and coordinate the pharmacy technician program and provide instruction and assessment for pharmacy technician classes. Accept responsibility for the enhancement of student retention and professional development with the pharmacy technician program in support of the mission of the university as defined by the university president and the board of governors.

IX. DUTIES/RESPONSIBILITIES/EXPECTATIONS OF THE POSITION:

* A. Provide instruction for pharmacy technician classes.

* B. Assist academic dean in recruiting, developing, and assessing faculty.
C. Ensure system-wide student success in program.

* D. Ensure proper accreditations, licensing, and approvals are received.

* E. Assist in developing educational resources and professional development.

* F. Promote the program within the university and community.

G. Contact, negotiate and secure approvals for externship placement. Make periodic contacts with students and externship supervisors.

H. Responsible for the establishment and oversight of an advisory committee comprised of industry professionals.

* I. Assist the academic dean with pharmacy technician program organization, administration, evaluation and continued development.

J. Assist with student placement upon graduation.

* K. Assist the academic dean with schedule development for pharmacy technician students.

* L. Assist with coordination of curriculum development with the academic dean.

M. Work in cooperation with other NAU campuses offering pharmacy technician.

* N. Advise and counsel students in academic and personal issues affecting their educational goals.

O. Other duties as assigned.

X. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING: All staff, faculty and students at the university; all persons/businesses that contact or work with the university.

XI. LIMITS OF AUTHORITY: As defined by the policies, procedures, and practices of the university and/or the university president.

National American University reserves the right to alter this position's job description/job duties to meet the needs and goals of the institution.

*Denotes essential elements of the position.