



# NATIONAL AMERICAN UNIVERSITY

## POSITION DESCRIPTION System Wide

To apply, submit an employment application ([click here for application](#)), resume, and letter of interest to: Campus Executive Officer  
8040 S. Sheridan Road, Tulsa, OK 74133

- I. **POSITION TITLE:** Medical Assisting Program Coordinator
- II. **EMPLOYMENT CLASSIFICATION:** Professional
- III. **JOB CLASSIFICATION:** Exempt
- IV. **ACCOUNTABLE/REPORTS TO:** Academic Dean or Regional Medical Assisting Program Coordinator (operating authority) and System Program Chair (system policy and procedure authority)
- V. **POSITION(S) REPORTING TO THIS POSITION:** Faculty and support staff
- VI. **DUTY HOURS:** The basic work week shall be 40 hours plus such additional time as is necessary to accomplish the basic function/purpose
- VII. **MINIMUM REQUIREMENTS:**
  - EDUCATION:** Minimum bachelor's degree and appropriate current professional certification as a Certified Medical Assistant/CMA (AAMA)® or Registered Medical Assistant RMA (AMT). Master's degree preferred.
  - EXPERIENCE:** Three or more years of professional experience as a medical assistant (or equivalent as approved by CAAHEP), documented successful higher education teaching experience in the areas of assigned teaching responsibilities, and instruction in educational theory or techniques and curriculum design.
  - PHYSICAL:** Occasionally must exert force to lift and/or move objects up to 20-40 lbs.
  - SKILLS EXPECTATIONS:** Strong instructional skills; strong management and leadership skills; strong interpersonal and communication skills; organizational and research skills; scheduling and budgeting skills; and an ongoing interest in and involvement with relevant local, regional, and national professional organizations.
- VIII. **BASIC FUNCTION/PURPOSE OF THE POSITION:** A medical assisting program coordinator is a member of the campus administrative staff selected by the campus academic dean or regional medical assisting program coordinator. The program coordinator is responsible for the program effectiveness through program planning and development, organization, continuous program review, and achievement and maintenance of program accreditation and completes assigned duties in a manager that serves the best interest of students, and maintains the highest standard of academic

integrity; all 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. Administration**

1. Serve on the program's faculty assessment committee and ad hoc committees.
2. Attend and participate in faculty meetings.
3. Participate in regional accreditation reviews and reports, as requested.
4. Coordinate program accreditation activities and self-study.
5. Develop the medical assisting program to meet program accreditation requirements and make recommendations to revise curricular offerings.
6. Develop and work with the local program advisory committee in conjunction with the system program chair to ensure that the curriculum meet currently acceptable performance standards.
7. Assist in the publicizing and dissemination of information about the program.
8. Work with admissions staff in recruiting students.
9. Assist the system program chair with scheduled program review activities.
10. Hire, train, and appraise qualified program faculty.
11. Assist with the quarterly academic awards/honors program, as requested.
12. Participate in campus graduation ceremonies.
13. Monitor and report compliance with university academic policies and procedures, as requested by the regional vice president of academic and learner services.
14. Maintain professional standards and ethics.

### **\* B. Advising**

1. Serve as the primary advisor for the medical assisting program at orientation sessions and quarterly registration periods.
2. Assist students with course scheduling and provide guidance in their academic and personal development.
3. Review and submit to the academic dean all requests for approval of independent studies and course substitutions.
4. Serve as the primary medical assisting advisor at orientation sessions.
5. Sustain the highest percentage of student retention possible by maintaining student/faculty contact and addressing problems and concerns in assigned areas.

### **\* C. Curricula**

1. Work with faculty assessment committee to assure that the program missions, goals, students learning outcomes, status sheet, and master syllabi, utilizing cognitive, psychomotor, and affective competencies and objectives, are current and comply with accreditation requirements.
2. Submit recommendations for textbooks and related instructional materials to the faculty assessment committee for review.
3. Order faculty copies of textbooks for program faculty, if requested, to ensure that all instructors have access to the most current textbooks and instructional materials.
4. Provide projected course offerings for the program to the academic dean on a quarterly basis.
5. Schedule courses and instructors on a quarterly basis while ensuring appropriate faculty loads and classroom utilization.

6. Recommend methods for measuring student attainment of student learning outcomes to the system assessment office.

\* D. Budgets

1. Assist in the development of the program operating budget and monitor expenditures on a monthly basis.
2. Work with the system program chair to make recommendations regarding capital equipment and software purchases.

\* E. Practicum Coordination

1. Select and approve appropriate practicum sites.
2. Coordinate program agreements with outside entities.
3. Provide orientation for the on-site supervisors.
4. Approve student requests for practicums.
5. Oversee internships, externships, and cooperative education, including site orientation, site visits, on-site assessment of student experiences, and evaluation of the quality of learning opportunities.
6. Visit practicum sites at least once per quarter where students are placed.

\* F. Teaching

1. Develop instructional plans and assist students in achieving the theory and performance requirements of the program.
2. Evaluate student performance with sufficient frequency to provide timely and valid feedback to both students and the instructors.
3. Maintain grade books in sufficient detail to document clearly learning progress and achievement.
4. Teach no more than two classes each quarter with consideration given to contact hours, independent studies, new course preps, and assigned administrative activities.

**X. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING:** Academic dean; regional medical assisting program coordinator; campus executive officer; campus faculty and staff; system program chair; system assessment coordinator; program assessment and curriculum committee; university administration, faculty, staff, and students; and business people, clients, and customers.

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