To apply, submit an employment application (click here for application), resume, and letter of interest to: Campus Director
1550 W Highway 36
Roseville, MN 55113

PROGRAM COORDINATOR FOR PHARMACY TECHNICIAN
Position Description

Summary
The Program Coordinator for Pharmacy Technician develops, organizes, directs and coordinates the pharmacy technician program and provides instruction and assessment for pharmacy technician classes. This position accepts responsibility for the enhancement of student retention and professional development with the pharmacy technician program in accordance with the mission, core values, and purposes of the university.

Minimum Qualifications
The Program Coordinator for Pharmacy Technician must satisfy the following minimum qualifications:
1. Bachelor’s degree required in medical or related field; and
2. Three years related work experience; experience teaching in a post-secondary environment; and
3. Pharmacy technician certification.

Skills and Attributes
The Program Coordinator for Pharmacy Technician must possess the following skills and attributes: excellent verbal and written communication skills; excellent organizational skills and high attention to detail; proven team leadership skills and demonstrated commitment to teamwork.

Essential Functions
The Program Coordinator for Pharmacy Technician performs the following essential functions:
1. Provides instruction for pharmacy technician classes.
2. Assists Academic Dean in recruiting, developing, and assessing faculty.
3. Ensures system-wide student success in program.
4. Ensures proper accreditations, licensing, and approvals are received.
5. Assists in developing educational resources and professional development.
6. Promotes the program within the university and community.
8. Maintains responsibility for the establishment and oversight of an advisory committee comprised of industry professionals.
9. Assists the Academic Dean with pharmacy technician program organization, administration, evaluation and continued development.
10. Assists with student placement upon graduation.
11. Assists the Academic Dean with schedule development for pharmacy technician students.
12. Assists with coordination of curriculum development with the Academic Dean.
13. Works in cooperation with other NAU campuses offering pharmacy technician.
14. Advises and counsels students in academic and personal issues affecting their educational goals.
15. Performs other duties as assigned.

**Required Work Hours**
A minimum of forty hours per week, plus other hours as may be necessary to complete job duties. A combination of day, evening, and weekend hours is required.

**Reporting and Supervisory Responsibilities**
1. The Program Coordinator for Pharmacy Technician reports to the Academic Dean.
2. This position has no supervisory responsibilities.

**Physical Requirements**
The Program Coordinator for Pharmacy Technician must be able to speak, hear, see, write, type, dial, reach, and bend. This position also requires the ability to lift, carry, push, and pull up to 10 pounds.

**Travel**
Periodic travel, including airline travel and overnight stays, may be required.

**Classification**
1. FLSA: Exempt
2. IPEDS: Instruction

*Note:* This position description does not list every activity, duty, and responsibility of the position and may be altered by the university at any time.

I have read and understand the foregoing position description, and I acknowledge and accept the responsibilities of the Program Coordinator for Pharmacy Technician.

______________________________   ____________________
Signature                        Date

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Print Name