To apply, submit an employment application (click here for application), resume, and letter of interest to: Campus Director
8040 S Sheridan Rd
Tulsa, OK 74133

PROGRAM COORDINATOR FOR MEDICAL ASSISTING

Position Description

Summary
The Program Coordinator for Medical Assisting serves as a member of the campus administrative staff selected by the campus Academic Dean or Regional Medical Assisting Program Coordinator. This position ensures program effectiveness through program planning and development, organization, continuous program review, and achievement and maintenance of program accreditation and completes assigned duties in a manner that serves the best interest of students, and maintains the highest standard of academic integrity. This position performs all tasks in accordance with the mission, core values, and purposes of the university.

Minimum Qualifications
The Program Coordinator for Medical Assisting must satisfy the following minimum qualifications:
1. Minimum bachelor’s degree; Master’s degree preferred; and
2. 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; and
3. Appropriate current professional certification as a Certified Medical Assistant/CMA (AAMA)® or Registered Medical Assistant RMA (AMT).

Skills and Attributes
The Program Coordinator for Medical Assisting must possess the following skills and attributes:
strong instructional skills; strong management and leadership skills; strong interpersonal and communication skills; organizational and research skills; scheduling and budgeting skills; ongoing interest in and involvement with relevant local, regional, and national professional organizations

Essential Functions
The Program Coordinator for Medical Assisting performs the following essential functions:
1. Administration
   A. Serves on the program’s faculty assessment committee and ad hoc committees.
   B. Attends and participates in faculty meetings.
   C. Participates in regional accreditation reviews and reports, as requested.
   D. Coordinates program accreditation activities and self-study.
   E. Develops the medical assisting program to meet program accreditation requirements and make recommendations to revise curricular offerings.
   F. Develops and works with the local program advisory committee in conjunction with the system program chair to ensure that the curriculum meet currently acceptable performance standards.
G. Assists in the publicizing and disseminating information about the program.
H. Works with admissions staff in recruiting students.
I. Assists the system program chair with scheduled program review activities.
J. Hires, trains, and appraises qualified program faculty.
K. Assists with the quarterly academic awards/honors program, as requested.
L. Participates in campus graduation ceremonies.
M. Monitors and reports compliance with university academic policies and procedures, as requested by the Regional Vice President of Academic and Learner Services.
N. Maintains professional standards and ethics.

2. Advising
A. Serves as the primary advisor for the medical assisting program at orientation sessions and quarterly registration periods.
B. Assists students with course scheduling and provide guidance in their academic and personal development.
C. Reviews and submits to the academic dean all requests for approval of independent studies and course substitutions.
D. Serves as the primary medical assisting advisor at orientation sessions.
E. Sustains the highest percentage of student retention possible by maintaining student/faculty contact and addressing problems and concerns in assigned areas.

3. Curricula
A. Works 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.
B. Submits recommendations for textbooks and related instructional materials to the faculty assessment committee for review.
C. Orders faculty copies of textbooks for program faculty, if requested, to ensure that all instructors have access to the most current textbooks and instructional materials.
D. Provides projected course offerings for the program to the Academic Dean on a quarterly basis.
E. Schedules courses and instructors on a quarterly basis while ensuring appropriate faculty loads and classroom utilization.
F. Recommends methods for measuring student attainment of student learning outcomes to the system assessment office.

4. Budgets
A. Assists in the development of the program operating budget and monitors expenditures on a monthly basis.
B. Works with the System Program Chair to make recommendations regarding capital equipment and software purchases.

5. Practicum Coordination
A. Selects and approves appropriate practicum sites.
B. Coordinates program agreements with outside entities.
C. Provides orientation for the on-site supervisors.
D. Approves student requests for practicums.
E. Oversees internships, externships, and cooperative education, including site orientation, site visits, on-site assessment of student experiences, and evaluation of the quality of learning opportunities.
F. Visits practicum sites at least once per quarter where students are placed.

6. Teaching
A. Develops instructional plans and assists students in achieving the theory and performance requirements of the program.
B. Evaluates student performance with sufficient frequency to provide timely and valid feedback to both students and the instructors.
C. Maintains grade books in sufficient detail to document clearly learning progress and achievement.
D. Teaches no more than two classes each quarter with consideration given to contact hours, independent studies, new course preps, and assigned administrative activities.

7. 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 Medical Assisting reports to the Regional Academic Dean or Regional Medical Assisting Program Coordinator and System Program Chair.
2. This position has supervisory responsibilities for the following:
   a. Faculty
   b. Support Staff

**Physical Requirements**

The Program Coordinator for Medical Assisting 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 40 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 Medical Assisting.

______________________________  __________________________
Signature                                      Date

______________________________
Print Name