

Employer: Mid-Carolina Area Health Education Consortium

Job Title: Health Professions Student Coordinator

Location: Lancaster, SC

<http://www.midcarolinaahec.org/>

Description

This is a full-time position, working directly Mid-Carolina Area Health Education Consortium (AHEC) in Lancaster, SC and SC AHEC's Health Professions Student Coordinator Council. Under limited supervision, the Health Professions Student Coordinator develops, implements, and maintains the health professions student program throughout Mid-Carolina AHEC's 11-county region (Aiken, Cherokee, Chester, Fairfield, Kershaw, Lancaster, Lexington, Newberry, Richland, Union, and York). Provides coordination and local support for health professions students and preceptors in the completion of health promotion activities that meet academic requirements and benefit the local community. Performs related professional development work as required. Reports to the Center Director.

Essential Job Functions

- Participates in HPS program planning; develops program budget; monitors and records expenditures; assists in the preparation of grant proposals and reports for program funding.
- Meets with university faculty to promote participation of their students in rural clinical rotations; distributes informational/promotional materials; recruits health professions students at various universities to participate in SC AHEC rotations.
- Recruits health professionals to serve as preceptors; educates preceptors about their role in clinical rotation/course objectives; monitors preceptor quality and provides support as needed.
- Identifies and arranges for student housing; prepares orientation/community information for new students.
- Works with health professionals and agencies in various communities to identify health promotion activities that can be supported by students.
- Participates in training through presentations to students, facilitation of student interdisciplinary group discussions, and support to faculty.
- Visits health professions students engaged in clinical rotations to monitor clinical experience and progress on course requirements; monitors student progress toward and completion of academic requirements, and forwards information to faculty.
- Ensures students' timely completion of necessary form, records, and reports.
- Educates health professionals and the community about rural clinical rotations and the role of AHEC in the community through participation in meetings and on advisory groups, and through formal presentations.
- Receives and responds to inquiries, requests for assistance, and complaints regarding the program from students, health professionals, and others.
- Attends and participates in AHEC staff meetings and Council meetings; identifies and solicits members to serve on regional committees to support AHEC; represents AHEC to various groups that address health care needs in South Carolina.
- Keeps abreast of trends and issues in health education by reading professional publications and attending conferences, workshops, meetings, etc.
- Receives and reviews various records and reports including student records, faculty guidelines/feedback/syllabus, budgets, grant applications and guidelines, student feedback, schedules, etc.
- Prepares a variety of documents, including but not limited to budgets, contracts, reports, schedules, promotional/informational materials, travel/expense reports, and various other records, reports, memos, and correspondence.

- Communicates with various groups and individuals such as the immediate supervisor, co-workers, SC AEHC personnel and Councils, regional advisory groups, health professionals, vendors, students, academic faculty, community/civic/professional organizations, and the general public.
- Coordinates distance education program in assigned region; provide online programming information to various individuals and groups.
- Performs other duties as assigned.

Education, Experience, and Certification Requirements

- Requires Master's degree in health education, health or social sciences, education, or related field supplemented by one to two years of responsible experience in health education, or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities.
- Must possess a valid state driver's license.
- Creative problem solver, multi-tasker and self-starter with an optimistic attitude, mature judgment, and willingness to be a strong team player with the ability to work independently.
- Superior communication skills (*in-person, email, phone, providing status reports, updates, strong writing skills, proficiency with online/web-based meetings*).
- Great problem-solving skills and ability to complete tasks while learning.
- Motivated by helping others perform at highest levels in service of the organization and its mission.
- Reliable, self-motivated, focused, positive attitude, proactive and solution-oriented problem solver, able to adapt to changes in priorities, structures, tasks and goals.
- Strong record-keeping and document management skills.
- Ability to create and sustain strong working relationships utilizing email, telephone, chat platforms, and IM.
- Ability to work and thrive in a fast-paced, rapidly-changing work environment.
- Excellent interpersonal skills including ability to effectively partner with external constituents.
- Strong collaborator with comfort using shared documents and daily check-ins to accomplish the organizational goals working with colleagues remotely.
- Superb task management skills.
- Proficient computer skills in Office 365 (Microsoft Word, PowerPoint, Excel).

Compensation: \$40,000 - \$60,000, dependent on experience

100% Health insurance and 50% on dependents

Dental insurance

Retirement plan with 3% match

Life insurance 2 ½ times salary

Paid vacation and sick time

Application Instructions: A current resume should be sent to

Mid-Carolina AHEC

Attn: Center Director

PO Box 2049

Lancaster, SC 29721-2049

Or

mcahecjobs@umrhn.org

No phone calls, please.

Review will begin August 2, 2021 and continue until the position is filled.