

1. GENERAL POSITION INFORMATION	
Position Name	Preceptorship Coordinator
Classification	Non-Exempt, Benefitted
FTE	Full time, 37.5 hours per week
Work Hours	8:30 am – 5:00 pm
Department/Division	Clinical Internship
Supervisor	Associate Dean, Clinical Internship

2. POSITION SUMMARY
Provide 3 to 5 descriptive statements to summarize the overall purpose of the position.
The preceptorship coordinator manages the UWS preceptorship and postgraduate preceptorship programs. This position also provides administrative support to the clinical internship.

3. KEY RESPONSIBILITIES	
List key position responsibilities/duties by category and estimate the percentage of time spent on each responsibility. The total percentage of duties must equal 100%.	
Key Responsibilities/Duties	% of Duties
Management of UWS preceptorship: <ul style="list-style-type: none"> • Serve as a liaison to students, staff, faculty, and other clinic constituents regarding clinic resources, activities and events. • Process verification and approval of student credits for all preceptor and community-based internship (CBI) locations. • Master and maintain proficiency in the use of current and future clinical internship related software including eMedley, WebCampus, etc. • Coordinate response to all email managed by the preceptor/CBI program and clinic credits, including necessary investigation of any concerns. • Process and manage applications and credentialing of external preceptor/CBI providers within the preceptorship including but not limited to coordinating training of providers, correspondence with providers, record keeping, and documentation. • Coordinate student approval and placement within the preceptor/CBI program. • Maintain current knowledge and records on state and provincial preceptor/CBI requirements. 	80%
Provide administrative support to clinical internship: <ul style="list-style-type: none"> • Perform administrative support tasks as needed for the Clinical Internship. • Assist in the management of Clinical Internship outreach and similar events with assistance from the associate dean of clinical internship and/or executive manager of clinical internship. • Maintain current knowledge regarding clinic policies and procedures. 	20%

4. UWS CORE VALUES AND ASSOCIATED COMPETENCIES	
The following Core Values are integral to working at UWS. All employees, regardless of their position within the university, are expected uphold the Core Values and demonstrate associated competencies.	
Best Practices	<p>We maintain high standards by using and integrating evidence across multiple disciplines. To accomplish this, We:</p> <ul style="list-style-type: none"> • Seek out and use relevant data to inform our decision-making. • Incorporate peer-reviewed research and professional experiences into academic discourse and patient care. • Promote student learning through excellence in instruction and assessment.
Curiosity	<p>We are innovative, open minded, and forward thinking. To accomplish this, We:</p> <ul style="list-style-type: none"> • Approach our work with curiosity, inquisitiveness and willingness to think outside the box. • Value and consider new ideas and ask, “What if...?” • Remain open to change in order to advance and improve.
Inclusiveness	<p>We are respectful, mindful, and welcoming of different ways of being, thinking, and doing. To accomplish this, We:</p> <ul style="list-style-type: none"> • Actively listen to diverse perspectives and value different viewpoints and experiences. • Promote the equity of ideas, resources, power, and identity for all. • Gather information and input from diverse groups to develop a common vision, improve policies and practices, and advance institutional goals.
Professionalism	<p>We are responsible, respectful, and accountable. To accomplish this, We:</p> <ul style="list-style-type: none"> • Demonstrate civility in all our interactions, especially when there are disagreements or differing opinions. • Take ownership of our speech, conduct, demeanor, and deliverables. • Adhere to established policies, procedures, agreements, and deadlines. • Act as thoughtful stewards of the university and its resources.
Student-Focus	<p>We work for the common good of students’ academic and professional success. To accomplish this, We:</p> <ul style="list-style-type: none"> • Incorporate student feedback to improve academics and university services. • When making university decisions, we ask: What effect will that have on students? • Seek to understand the students’ experience through their eyes.
Whole-Person Health	<p>We promote physical, mental and emotional wellness in all facets of the UWS experience. To accomplish this, We:</p> <ul style="list-style-type: none"> • Intentionally cultivate environments that support work-life balance. • Consider personal and community wellness in decision-making. • Maintain rigorous academic standards while supporting the health and well-being of our students.

	<ul style="list-style-type: none"> • Include a range of health modalities in the classroom and clinic.
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5. POSITION QUALIFICATIONS		
	Required	Preferred
Education & Training	Associates degree or equivalent work experience	Bachelor's degree
Certifications & Licenses		
Experience	A minimum of three years relevant work experience, including the development, implementation, and tracking of time sensitive projects and/or meeting quarterly/annual reporting requirements.	Experience in an educational environment preferred.
Related Knowledge, Skills, & Abilities	<p>Ability to setup and manage tracking systems for projects and events.</p> <p>Ability to work with multiple interruptions (phone/people), multi-task, and meet timelines.</p> <p>Ability to prioritize, organize and work efficiently.</p> <p>Ability to be flexible and adapt to changes in work environment. Excellent oral and written communication skills.</p> <p>Ability and willingness to function in team environments.</p> <p>Ability to understand and exercise discretion.</p> <p>Customer service knowledge, attitudes and skills.</p> <p>Proficient in MS Word, Excel, Power Point, and Outlook.</p>	
Other Qualifications	Understand, and act in accordance with all HIPAA/FERPA requirements including those standards established by UWS for protecting the security and privacy of patient and student records.	

APPLICATION, SCREENING AND HIRING PROCESS:

Screening of applicants will begin immediately. To apply, please submit a cover letter, a resume and the names and contact information of three professional references.

University of Western States conducts background checks for the finalist or finalists of staff and faculty positions. The type of background check will vary by position type.

University of Western States is an equal opportunity employer.

To apply, please visit our website at: <https://www.uws.edu/about/employment/>. Click on the big, orange button and follow the prompts.

You may attach your materials as Word or PDF documents.