



**POSITION TITLE:** Program Coordinator (Full-Time, 12 Month)

**DEPARTMENT:** Occupational Therapy Department

**REPORTS TO:** Occupational Therapy Program Director

**SALARY GRADE/HIRING RANGE:** 9/\$16.55-\$17.52

**FLSA DESIGNATION:** Hourly; Non-exempt

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**POSITION SUMMARY:**

Reporting to the Director of the Doctor of Occupational Therapy (OTD) program, the Program Coordinator for Occupational Therapy is responsible for providing administrative support for the Department of Occupational Therapy.

**CORE RESPONSIBILITIES:**

- Provide administrative support to Occupational Therapy Program
  - Provide director support to OTD Program Director
  - Assist with the coordination of teaching assignments to meet program, clinical affiliation, and interprofessional clinic affiliation needs and planning
  - Assist with the development of the orientation processes and schedules for students
  - Develop, revise, and distribute correspondence for future students and faculty
- Oversee vital and confidential department records and documentation including but not limited to accreditation and annual assessment reports
  - Update and maintain management systems of vital department records, (i.e., accreditation and assessment documentation, correspondence, surveys, contracts, student records, scholarship, international program records, personnel records, and advising).
  - Process accreditation and annual assessment reports utilizing specific software; Includes monitoring deadlines, implementation, and follow-up.
  - Update and organize systems to support necessary documentation for compliance with university and program accreditations.
- Develop, organize, and report annual department budgets in conjunction department leadership
  - Responsible for account receivable and payable.
  - Review budget reports against actual and projected expenditures; assist in preparation and submission of critical and mandatory expenses to meet university policies for department chair, faculty, and student funding management activities, WICHE funding, and budget.
- Act as staff liaison to departments throughout the university
  - Assist with the development, revisions, and dissemination of department and university policies and procedures
  - Coordinate workflow, supervise student workers, review and train support staff and develop master calendars and correspondence to support ongoing communications and program
- Support personnel functions

- Coordinate personnel searches while maintaining confidentiality and assist with the arrangements for search committee activities
- Collaborate with Human Resources, Department Leaders , Dean, and Office of Academic Affairs for contract development and finalization of onboarding of new employees
- Perform other job duties and special projects as assigned

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of current academic, business, administrative practices and procedures
- Demonstrated proficiency with Microsoft Office 365
- Strong organizational, verbal, and written communication, and interpersonal skills
- Ardent attention to detail
- Ability to represent the departments and university in a professional manner
- Ability to work with a minimum of supervision, make appropriate decisions, and set work priorities
- Ability to plan and schedule events
- Ability to supervise staff and student assistants
- Ability and commitment to provide quality customer service
- Ability to work with confidential information
- Ability to establish and maintain positive working relationships with faculty, staff, and students

**MINIMUM QUALIFICATIONS:**

- **Education:** Associates Degree
- **Experience:** A minimum of 3 years of work experience in administrative office setting or associate degree in administrative office, or equivalent course work.
- A personal commitment to the Christian faith and to the integration of faith and learning
- Demonstrated growth in cultural competence, awareness of societal and structural inequities and proven experience in effectively establishing relationships and positive communications with students and other constituents across multiple dimensions of diversity including, but not limited to, race, gender, varying abilities, nationality, sexual orientation, gender identity, class or religious perspectives
- A commitment to the educational mission of Whitworth University as a comprehensive Christian liberal arts university affiliated with the Presbyterian church
- Ability to work effectively as a first point of contact with university administrators, staff, faculty, students, and the public
- Highly organized with the ability to efficiently manage multiple tasks with minimal supervision and multiple interruptions
- Ability to independently problem solve
- High degree of technical proficiency including Microsoft office products, Qualtrics and learning management system familiarity

**ORGANIZATIONAL RESPONSIBILITY OF THE POSITION:**

- May oversee and delegate responsibilities to staff and student work-study

**Preferred Experience:**

- Previous experience in customer service, office management
- Work experience in academic or healthcare environments

**ADDITIONAL REQUIREMENTS:** A background check, sexual misconduct check and confirmation of degrees earned will be required of the successful candidate. A resume, cover letter, faith statement, and names, addresses, and phone numbers of at least three (3) professional references will also be required. **All Whitworth University employees are required to comply with the university's COVID-19 vaccination policy.**

**About Whitworth:**

Founded in 1890, Whitworth has consistently ranked among the top regional colleges and universities in the West. Whitworth University has an enrollment of more than 3,000 students and offers more than 100 undergraduate and graduate degree programs. With strong liberal arts undergraduate and graduate programs, Whitworth unites a robust commitment to Christian mission and service, academic rigor and care for students.

Whitworth University's 200-acre campus of red-brick buildings and tall pines offers a beautiful, inviting and secure learning environment. More than \$125 million in campus improvements have been made in recent years.

A community of committed Christian faculty and staff employees carries out the university's mission "to provide its diverse student body an education of the mind and heart," equipping its graduates "to honor God, follow Christ and serve humanity."

**Our Benefits:**

Whitworth University provides a robust offering of benefits and services to enhance the quality of life of its faculty and staff. Employees who are eligible for benefits may participate in health plans including medical, dental and vision; a generous retirement plan (8% employer match); life insurance and long-term disability insurance. Well-being services include spiritual enrichment, the employee assistance program, and free access to the University Recreation Center and the Megan E. Thompson Aquatic Center. Free tuition for employees and tuition remission programs for spouses and dependents round out the offerings. Additionally, Whitworth employees enjoy 17 paid holidays each year.

Whitworth complies with all federal, state, and local nondiscrimination laws that are applicable to religious nonprofit institutions and does not engage in unlawful discrimination on the basis of race, color, national origin, age, sex, or disability. With our Christ-centered commitment to building a diverse and inclusive community, the university encourages applications from populations underrepresented at Whitworth including members of racial/ethnic communities, women, and persons with disabilities.