



# Mississippi College

A CHRISTIAN UNIVERSITY

## SCHOOL OF SCIENCE AND MATHEMATICS DEPARTMENT OF PHYSICIAN ASSISTANT STUDIES

### Job Description

Preclinical Coordinator

### POSITION SUMMARY

The Preclinical Coordinator works closely with and provides direct administrative support to the Physician Assistant Program Preclinical Director.

### ESSENTIAL FUNCTIONS

- Provide direct administrative support to the Preclinical team.
- Administer & distribute course and lecturer surveys.
- Coordinate preclinical data.
- Assist with compilation of accreditation reports, handbooks, and Program requirements, completed in accordance with established deadlines.
- Schedule, set up, attend, take minutes, and produce agendas for Preclinical meetings.
- Help to maintain overall Preclinical calendar and keep everyone updated of changes.
- Finalize didactic year schedule for the Preclinical Director prior to semester starts.
- Order desk copies of upcoming semester textbooks for faculty and instructors as needed.
- Submit online affiliated student agreements for UMMC each semester (didactic phase).
- Help to monitor immunization status for current and matriculating didactic year students.
- Perform other administrative duties as assigned by the Preclinical Director.
- Maintain Program Student Database.

### OTHER RESPONSIBILITIES

- Answers the telephone and receives visitors, students, University faculty and staff for the MC PA Program and other faculty members within the office area, when the Program administrative assistant is unavailable.
- Provides administrative assistance to PA Program Director, faculty members, and instructors as needed.
- Assists with the coordination of the White Coat Ceremony and the annual Graduate Awards Ceremony.
- Updates and duplicates student documentation for the Department and official University offices, where appropriate.
- Provides back up support to the Program administrative assistant and Enrollment Specialist when needed, if schedule and workload permits.



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## **DESIRED QUALIFICATIONS**

- Associate's degree or relevant experience.
- Must type at least 35 wpm.
- Must be competent in the use of Microsoft Office, to include MS Word, Excel, and Access.
- Familiarity with Banner, Typhon, and Moodle is desired.
- Should have documented record of professional and administrative/management achievement.
- Should have experience in the development and contracting of clinical sites.
- Should have health-related administrative experience.
- Excellent communication skills (both verbally and in writing).
- Ability to work independently and as a team member.

**Reports to:** Preclinical Director, Physician Assistant Studies  
**FSLA Status:** Hourly