



Wingate University
Open Position Description
School of Pharmacy

Position Title: Pharmacy Practice Experience Coordinator

Location: Wingate Main Campus

Wingate, a comprehensive, independent and growing university, serves more than 3,600 students in North Carolina. Founded in 1896, the University offers 35 undergraduate majors as well as graduate and professional programs. Wingate is home to the Cannon College of Arts and Sciences; the Levine College of Health Sciences; the Byrum School of Business; and the College of Professional Studies, which includes the Thayer School of Education and the School of Sport Sciences. Wingate blends in-class exploration with out-of-class application to deliver an uncommon and life-changing educational experience. Nearly one-in-five Wingate undergraduate students is preparing to be a pharmacist, physician assistant, physical therapist, occupational therapist or nurse, and 65 percent of graduate students are enrolled in health sciences. Wingate offers six master's degree programs and four doctoral degree programs. Students are supported by more than 325 endowed scholarships. The University's motto is "Faith, Knowledge, Service." View current news and videos at www.wingate.edu.

The Wingate University School of Pharmacy aspires to provide a transformative experience and educate leaders to advance the care of our community. The School provides education to student pharmacists on two campuses located in Wingate, NC and Hendersonville, NC. More information about the School can be found on the website at www.pharmacy.wingate.edu.

Position Summary: The Program Coordinator provides overall operational support for the combined activities of the Office of Experiential Education, including the IPPE and APPE programs. The Coordinator is responsible for working with the program directors, the full-time practice faculty, and adjunct faculty (preceptors) to facilitate student placement and record coordination, including data distribution and collection to meet the school, university, and accreditation requirements for this academic program. The Coordinator reports to the respective program directors for the practice experience programs as well as to the Dean of the School of Pharmacy.

Duties and Responsibilities

- Coordinate and support student placement at rotation sites, provide assistance to students with questions and concerns related to clerkships and clinical site policies and procedures, resolve scheduling conflicts to ensure each student's schedule meets requirements for graduation.
- Serve as point of contact for students, faculty, and preceptors in all matters pertaining to experiential education.
- Provide communication, coordination, and scheduling support to site preceptors and practice faculty

- Coordinate communication among students, the Office of Experiential Education, Departments of Pharmacy Practice and external preceptors.
- Primary responsibility for the oversight of the web-based CORE/RxPreceptor system; facilitate student, faculty, preceptor initial access and access to on-line scheduling and evaluation.
- Coordinate collection, tracking, and reporting of schedules, evaluations and grades using on-line database CORE/RxPreceptor; creating and issuing various reports as requested.
- Assist directors in reviewing the experiential rotation syllabi, manuals and other materials and in the requirements associated with the establishment and management of clinical sites, including affiliation agreements.
- Assist directors and coordinate preceptor development activities such as site visits, campus events, various meetings and training sessions as well as information sessions and orientations for students
- Complete other duties that may be assigned by the Program Directors or Dean.

Qualifications and Experience

- Bachelor's degree required.
- Understanding of standard office procedures and practices related to record keeping.
- Knowledge and skills associated with standard office software (e.g., Google Workspace/Google Suite, Microsoft Word, Microsoft Excel). Advanced spreadsheet knowledge a plus.
- Excellent verbal and written communication skills are essential, including conflict resolution.
- Ability to conduct work activities while adhering to principles of confidentiality.
- Ability to work independently, organizing and prioritizing work.
- Ability to meet critical deadlines while maintaining day-to-day responsibilities.
- Ability to appropriately manage sensitive and confidential information.

To apply, submit the following to **Human Resources** at careers@wingate.edu:

(1) Letter of interest (2) Resume (3) Contact information for three (3) references

EQUAL OPPORTUNITY EMPLOYER: Wingate University abides by all federal and state laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status or physical handicap, except where a reasonable, bona fide occupational qualification exists.

Wingate University is committed to the provisions of the Americans with Disabilities Act and its amendments. Wingate University expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability or veteran status.