

## **Duke University School of Nursing**

### **Job Description**

**HR Title: Administrative Coordinator**

**Working Title: IPEC Program Coordinator**

**Job Code: 1492**

**Job Level: 12**

Updated: 2/2024

### **General Purpose**

The IPEC Program Coordinator will provide critical organizational planning and support in collaboration with the Director and Assistant Directors in pursuit of the center's central mission to prepare the current and future workforce as collaboration-ready, interprofessional partners providing high quality, team-based care to improve the health of individuals, families and populations

### **Supervisor**

This position reports to the Associate Dean and Director of the Duke Health Center for Interprofessional Education and Care (IPEC).

### **Essential Duties**

#### **Program Operations**

- Manage implementation and evaluation of interprofessional educational activities for health professions learners. Collaborate and coordinate with faculty, administrators, and students from different schools and departments to conduct these educational activities.
- Manage day-to-day operations of the Center, including training, scheduling, registration, preparation of materials and resources, follow-up reports and other organizational needs. Consult with Assistant Dean and Center AD's to assure all aspects of the educational experiences are coordinated and running appropriately.
- Supervise and support the work of the administrative assistant in their role supporting Center personnel and activities.

#### **Constituent engagement**

- Coordinate and lead activities involving key constituents, including student, faculty, leadership, and community groups.
- Assist in marketing IPEC Center programming including supporting online and social media presence.

#### **Grants/Budgets**

- In partnership with the Director and Assistant Directors, develop program budgets and special funding requests
- Maintain, review, and reconcile office budgets; draft budgetary projections and recommendations for annual budget request.
- Assist in the preparation of grant proposals and applications to include the compilation of data and preparation of budget expenditures

#### **Reporting**

- Compile data and prepare reports on Center activities, including evaluation of educational programs and recurring/annual reports to constituents.
- Support IPEC Center's ongoing strategic planning process, including coordination of semiannual retreats and identifying and monitoring outcomes
- Manage and conduct communications with and surveys of key constituents, including students, faculty, staff, and community partners

#### **Required Qualifications:**

##### **Education/Training**

Work requires analytical, communications and organizational skills generally acquired through completion at a minimum of a bachelor's degree program.

### Experience

Work requires 2 years related business or administrative experience to become familiar with general personnel practices, accounting and budgeting principles and coordination of major office activities.

A master's degree in a business related field may be substituted for 2 years experience.

OR ANY OTHER EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE.

### Preferences

Experience in program management and/or educational program administration experience preferably in a higher education setting is needed.

The position requires excellent program management/coordination, organizational, logistics, and planning skills. Strong people management and development skills are crucial. Additionally, the position requires strong interpersonal, cross-cultural, communication skills and flexibility, in order to interact effectively with faculty, students, administrators, Duke University offices, outside vendors, and office personnel. The ability to make independent judgments in situations with a high level of ambiguity is critical.

### Skills

- Anticipate needs and proactively bring together appropriate people and resources to support the Center and faculty in addressing divisional interests.
- Interact in a professional and efficient manner with all levels of leadership and staff in the division, institution, and external colleagues.
- Demonstrate sound judgment when dealing with sensitive issues including personnel and business matters.
- Demonstrate excellent communication skills, especially when working with leadership to prioritize requests for time and support of ongoing projects. This includes verbal skills and writing ability.
- Promote diversity, equity, and inclusion in working with team members, students, faculty, and others with interest.