

Coordinator, AHEC Grant

FLSA Status: Exempt

Pay Grade: 15

Job Title ID: 202005

Job Series/Job Family: Workforce Education & Business Development Series / Exec Dean Health Sciences Family

Reports To

Executive Dean, Health Sciences

Job Purpose

Area Health Education Center (AHEC) is a national network with state and regional centers to help enlist potential students from diverse backgrounds into the health care field and to provide experience and opportunities for health care students in serving underserved populations. This position is to coordinate the Area Health Education Center (AHEC) for the Texas AHEC East, Capital Region for University of Texas Medical Branch (UTMB).

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Functions as Grant coordinator for AHEC for the College of Health Professionals (RRHRC).
2. Identifies and recruits health professions' preceptors/training sites for medical students, nurse practitioners, physician assistants, and other health care students.
3. Coordinates placement and scheduling of students in the Capital AHEC service region.
4. Provides support for professionals entering practice and those already in practice.
5. Identifies, develops, and coordinates housing for students in community-based rotations.
6. Works with AHEC programs such as Texas Health Match.
7. Develops and maintains appropriate relationships with local, state, and national organizations.
8. Coordinates retention and evaluation activities for health professionals participating in loan repayment programs within the Capital Region.
9. Provides professional supervision and support to the Texas Area Health Education Center East-Capital Region.
10. May be assigned other related grant activities or job duties.
11. Works in the area of Community-Based Student Education (CBSE) in placing health professions' students for rotation with local preceptors and Practice Entry and Support.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Effective recruitment and retention methodologies.
- Project management.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule, including some weekends and evenings.

- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills, including attention to detail and follow-through.
- Assessing, coordinating and prioritizing multiple tasks, projects, and demands.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
- Excellent presentation skills.
- Ability to work independently.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing, pulling, and manual dexterity.
- Occasional lifting of objects up to 10 pounds.
- Work is performed in a standard office environment.

Work Experience

Required

- Two years related experience working with non-traditional populations in an an education setting, adult education, or college level workforce education including some experience in the health care field.

Education

Required

- Bachelor's degree.

Licenses/Certifications

Required

- Valid Texas Drivers' License.

Other

Required

- Reliable transportation for local Austin area travel.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.