

Job/Position Description

Position Title: Coordinator of Community Engagement and Continuing Education

Department Name: Academic Affairs

UPH Affiliate: Methodist College

Department Number: 4061000

Effective Date: 08/2019

Review Date(s): 08/2022

Prepared By: Human Resources

Approved By: Provost/Vice Chancellor for Academic Affairs

Position Reports To: Provost/Vice Chancellor for Academic Affairs

Description of Position:

Provide a "snapshot" or the principal purpose or focus of the position, consisting of no more than three to five sentences. This summary should provide enough information to differentiate the major function and activities of the position from those of other positions.

The Coordinator seeks to advance the mission of Methodist College through community engagement and delivery of outstanding programming. The Coordinator works collaboratively to support the planning, development, and promotion of continuing education events and community engagement programs. The Coordinator promotes the achievement of the community engagement graduation requirement through collaboration with the faculty member who serves as the Service Learning Coordinator. Together, these individuals align the opportunities for community engagement in the community with service learning elements in the curriculum and with volunteerism among students. They seek to develop opportunities for middle- and high-school youth to explore healthcare careers and education through programs which contribute to an increased awareness of the many outstanding career options in healthcare. The Coordinator works collaboratively with the Provost, Deans, Chairs, Program Directors, Nurse Planner, and faculty to advance continuing education programs that meet the needs of the healthcare community. The Coordinator collaborates with event planning teams such that external events at Methodist College are planned and conducted in accordance with best practices and Methodist College policies.

Essential Functions/Responsibilities:

Essential functions are the duties and responsibilities that are essential to the position (not a task list). Do not include if less than 5% of work time is spent on this duty. Be specific without giving explicit instructions on how to perform the task. Do not include duties that are to be performed in the future. Duties should be action oriented and avoid vague or general statements.

% of Time
(annually)

Planning and Executing Community Engagements and Continuing Education Events

- Works with the Provost and other leaders to convene planning committee for the Annual Wellness Forum and other signature continuing education events
- Collaborates with the Provost and Executive Assistant to the Chancellor to strategically plan and schedule events
- Secures speakers and manages contracts
- Manages logistics including room reservations, signage, speaker needs, etc.
- Communicates with speakers and attendees
- Coordinates catering needs
- Recruits and coordinates volunteers
- Collaborates with the Service Learning Faculty Coordinator to facilitate service learning opportunities

40%

Promotion of Community Engagement and Continuing Education Activities <ul style="list-style-type: none"> Manages marketing and promotional efforts for events, including creation of marketing materials and collaborating directly with the marketing department for larger projects Manages content, frequency and audience for promotional efforts Maintains and updates the Community Engagement and Continuing Education websites in collaboration with the Vice Chancellor for Marketing and External Affairs Leads the Community Engagement committee as a co-chair with an elected chair Provides leadership for the Carnegie Designation in Community Engagement initiative in the next round of applications (year 2025) and maintains a roadmap of necessary achievements 		20%
Administrative and Data Management <ul style="list-style-type: none"> Serves as a central point for external community events (excluding recruitment events) at Methodist College to assure effective communication Maintains database of attendees Maintain records of continuing education activities to support required reporting for CE accrediting bodies Creation and distribution of CE certificates Creation of EventBrite registration site for events Kissflow submissions Tracks income and expenses Drafts speaker contracts Develops and manages database for service learning activities Collaborates with the Service Learning Faculty Coordinator to develop and document service learning goals, review outcomes and identify opportunities for improvement 		20%
Hosting <ul style="list-style-type: none"> Coordinates with security for any guests on campus Greets guests, chaperones, provides tours Coordinates transportation for hosted activities off campus 		10%
Basic UPH Methodist College Performance Criteria <ul style="list-style-type: none"> Demonstrates the UnityPoint Health Values and Standards of Behaviors as well as adheres to policies and procedures and safety guidelines. Demonstrates the Methodist College Values and Standards of Behaviors as well as adheres to policies and procedures. Demonstrates ability to meet business needs of department with regular, reliable attendance. Employee maintains current licenses and/or certifications required for the position. Practices and reflects knowledge of HIPAA, TJC, DNV, OSHA and other federal/state regulatory agencies guiding healthcare. Practices and reflects knowledge of FERPA with respect to protecting the privacy of student education records. Completes all annual education and competency requirements within the calendar year. Is knowledgeable of college compliance requirements. Brings any questions or concerns regarding compliance to the immediate attention of leaders. Takes appropriate action on concerns related to compliance. 		10%
Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.		
Demonstration of UPH Values and Standards of Behaviors Consistently demonstrates UnityPoint Health's values in the performance of job duties and responsibilities		
Foster Unity:	<ul style="list-style-type: none"> Leverage the skills and abilities of each person to enable great teams. Collaborate across departments, facilities, business units and regions. Seek to understand and are open to diverse thoughts and perspectives. 	
Own The Moment:	<ul style="list-style-type: none"> Connect with each person treating them with courtesy, compassion, empathy and respect 	

	<ul style="list-style-type: none"> Enthusiastically engage in our work. Accountable for our individual actions and our team performance. Responsible for solving problems regardless of the origin.
Champion Excellence:	<ul style="list-style-type: none"> Commit to the best outcomes and highest quality. Have a relentless focus on exceeding expectations. Believe in sharing our results, learning from our mistakes and celebrating our successes.
Seize Opportunities:	<ul style="list-style-type: none"> Embrace and promote innovation and transformation. Create partnerships that improve care delivery in our communities. Have the courage to challenge the status quo.

Demonstration of Methodist College Values and Standards of Behaviors	
Consistently demonstrates Methodist College's values in the performance of job duties and responsibilities	
Human Dignity:	<ul style="list-style-type: none"> Unconditional respect for the inherent worth, uniqueness, and autonomy of individuals.
Integrity:	<ul style="list-style-type: none"> Displaying strong moral character and acting in accordance with accepted standards of behavior and an appropriate code of ethics.
Inquiry:	<ul style="list-style-type: none"> An active process of exploration and investigation that leads to understanding and construction of knowledge throughout one's life.
Social Justice:	<ul style="list-style-type: none"> Acting in accordance with fair treatment regardless of gender, economic status, race, religion, ethnicity, age, citizenship, disability, or sexual orientation.

QUALIFICATIONS:

	Minimum Requirements Identify items that are minimally required to perform the essential functions of this position.	Preferred or Specialized Not required to perform the essential functions of the position.
Education:	Bachelor's degree.	Master's degree
Experience:	At least one year of experience leading projects and interfacing with the public	<ul style="list-style-type: none"> Two years of experience working with people of diverse ethnic and/or language backgrounds Two years of experience working in higher education
License(s)/Certification(s):	Valid driver's license when driving any vehicle for work-related reasons.	
Knowledge/Skills/Abilities:	Knowledge of: <ul style="list-style-type: none"> Marketing, communications and public relations principles Microsoft Office applications Skills: <ul style="list-style-type: none"> Customer service Marketing Time management Organizational 	
Other:	Use of usual and customary equipment used to perform essential functions of the position.	

SCOPE: Position has supervisory responsibilities? Yes ☐ or No ☒ If yes, complete below.

Number of Employees Supervised (Complete if position has supervisory responsibilities of individuals)			
	Direct	Indirect	Total
Exempt			
Non-Exempt			
Total			

Budget Control (Complete if position has budget responsibilities)	
Annual Operating Budget (including payroll)	
Annual Revenue/Sales	
Other Scope Measurements	
Pertinent to the position, such as number of beds, number of units/departments, number of employees leading, cases per month, etc.	
Item	Number

Mental/Cognitive Demands:
(List any special mental and cognitive abilities required by the position in your specific environment)
<ul style="list-style-type: none"> • Ability to communicate effectively both verbally and in writing • Ability to communicate in a professional manner both in person and over the phone • Ability to multi-task, organize, prioritize, and follow multiple projects and tasks through to completion • Ability to complete tasks with attention to detail • Ability to work independently while contributing to a team environment • Ability to effectively identify and resolve problems • Ability to maintain strict confidentiality related to sensitive information • Ability to exercise sound judgement, seeking advice when appropriate • Ability to establish and maintain effective working relationships with others • Ability to relate to a diverse population

WORKING CONDITIONS:

Physical Requirements	
(Check all that apply if essential to perform job – with or without accommodations)	
<input checked="" type="checkbox"/>	Talk/Hear (communicate, detect, converse with, discern, convey, express oneself, exchange information)
<input checked="" type="checkbox"/>	See (detect, determine, perceive, identify, recognize, judge, observe, inspect, estimate, assess)
<input checked="" type="checkbox"/>	Stand or Sit (stationary position)
<input checked="" type="checkbox"/>	Walk (move, traverse)
<input checked="" type="checkbox"/>	Use hands/fingers to handle or feel (operate, activate, use, prepare, inspect, place, detect, position)
<input type="checkbox"/>	Climb (stairs/ladders) or Balance (ascent/descent, work stop, traverse)
<input type="checkbox"/>	Bend/Stoop/Kneel
<input type="checkbox"/>	Squat/Crouch/Crawl
<input type="checkbox"/>	Reaching/Twisting
<input type="checkbox"/>	Taste/Smell (detect, distinguish, determine)
<input type="checkbox"/>	Pushing/Pulling

Lifting Requirements	
(Check appropriate category to perform job – with or without accommodations)	
<input type="checkbox"/>	Level 1; Sedentary Work: Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.
<input checked="" type="checkbox"/>	Level 2; Light Work: Exerting up to 20 pounds of force occasionally or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires walking or standing to a significant degree,

pushing or pulling arm or leg controls or maintaining a production rate pace. Light work requires physical exertion of forces greater than that of sedentary work.

☐ **Level 3; Medium Work:** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

☐ **Level 4; Heavy Work:** Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

☐ **Level 5; Very Heavy Work:** Exerting in excess of 100 pounds of forces occasionally, and/or in excess of 50 pounds of force constantly to move objects.

Hazards and Atmospheric Conditions

(check all that apply)

☒ Normal Office Surroundings

☐ Vibration

☐ Exposure to Fumes

☐ Mechanical Hazards

☐ Exposure to Dust

☐ Chemical Hazards

☐ Exposure to Extreme Temperatures

☐ Electrical Hazards

☐ Wet and/or Humid

☐ Radiant Energy Hazards

☐ Noise

☐ Explosives Hazards

☐ Mists or Gases

☐ Burn Hazards

Other/Comments:

HR USE ONLY

FLSA Designation: Exempt

Lawson Position Code: 18694