

**SCU OF HEALTH SCIENCES**  
Job Description

**JOB TITLE: Undergraduate Studies Faculty Coordinator**

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Reports To: Chair of Undergraduate Studies, SPS

Prepared by: ADP TotalSource

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**SUMMARY:**

This is a full-time position, which is primarily responsible for assisting the Chair of Undergraduate Studies and overseeing administrative areas such as faculty concerns, student concerns, and faculty scheduling on weekends by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

Supports the Mission, Vision, and Values of SCU.

Improves integration across all appropriate SCU departments.

Collaborates with the Chair and the Associate Dean in all matters of curriculum.

Supervises as requested.

Helps to monitor teaching effectiveness and student learning for faculty.

Provides regular reporting to the Chair regarding ongoing performance and upcoming issues and concerns with regards to faculty and/or students.

Proposes and implements department curricular improvement and development initiatives through appropriate governance structures.

Active participation in quality assurance processes.

Assists with accreditation processes as assigned.

Ensures that the Department remains focused on educational excellence and student learning.

Supports the Associate Dean.

Provides oversight of chemical safety and waste management and environmental compliance.

Enforces industrial hygiene.

Works collaboratively with the Safety and Compliance Officer and takes responsibility for the University's compliance with a variety of Federal, state, and local regulations within the laboratories.

Works closely with the University Compliance Officer to ensure safety in the laboratories.

Performs other duties and responsibilities as assigned.

Carries out employee supervisory responsibilities in accordance with SCU's policies and applicable laws. Generally, these responsibilities may include participation in the interviewing, hiring, and training of laboratory employees. Further, this involves planning, assigning, and directing work; appraising performance; participating in the rewarding and disciplining of employees; addressing complaints and resolving problems.

Specifically to supervise, evaluate and direct the laboratory assistants, delegating responsibility as appropriate and necessary.

Works with faculty and staff to resolve issues that cannot be effectively solved at more local levels.

Supports the administrative processes related to staff and faculty hires, contracts and related communications.

Addresses students' concerns, complaints, and related issues in a healthy, student focused and policy guided approach.

Supervises staff as it pertains to safety and compliance in the laboratories.

Provides overall direction, coordination, and evaluation of laboratory instructors.

Conducts regular one-on-one meetings with laboratory assistants and instructors.

#### ATTENDANCE:

The work schedule varies and it would be either Tuesday to Saturday, Wednesday to Sunday, or Thursday to Monday. Must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks; where applicable.

#### COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

##### Intellectual

- Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- Design - Generates creative solutions; Demonstrates attention to detail.

- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.
- Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

### Interpersonal

- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- External Working Relationships – Develops and maintains courteous and effective working relationships with clients, vendors and/or any other representatives of external organizations.

### Leadership

- Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.
- Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
- Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.

### Organization

- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures.
- Business Necessity – The needs of the employer may be dependent on responding to and anticipating rapidly changing external and internal demands in all aspects of how business is conducted. This may include, but is not limited to, organization structure, finances, goals, personnel, work processes, technology, and customer demands. Therefore, it may become necessary to make modifications to how business is conducted and work is accomplished, with minimal or no advance notice to employees. Accordingly the employee must be capable of adapting, with minimal or no advance notice, to changes in how business is conducted and work is accomplished, with no diminishment in work performance.
- Safety and Security –All employees are responsible for observing safety and security procedures as applicable and reporting potentially unsafe conditions to management.

#### **SUPERVISORY RESPONSIBILITIES:**

Directly supervises 20 employees in the SPS Department. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

#### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION AND/OR EXPERIENCE:**

Master's degree (M.A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.

#### **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

#### **COMPUTER SKILLS:**

To perform this job successfully, an individual should have knowledge of: Excellent PC skills in a Windows OS environment; proficiency with Microsoft Office applications including Word, Excel, and PowerPoint.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel, crouch, or crawl and talk or hear. The employee is occasionally required to stand; sit and taste or smell.

The employee must occasionally lift and/or move up to 10 pounds.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles and toxic or caustic chemicals.

The noise level in the work environment is usually moderate.

### Expectations of SCU Employees

The SCU President's Cabinet has identified a set of values and attributes that are bare minimums for employment, those that are core to who we are as a university, and values to which we aspire. Further identified are qualities and attributes desirable for employees in general, and senior leadership specifically. This is in harmony with principles found in *The Advantage*, by Patrick Lencioni.

### SCU Core Values:

1. **Transparency:** Transparency implies openness, clear communication, respect, and accountability. Transparency is operating in such a way that it is easy for others to see what actions are performed. At SCU we believe that transparency leads to trust, improved problem solving, stronger unified teams, and enhanced productivity.

2. **Grit:** Grit is passion and perseverance toward long-term goals. A positive, non-cognitive trait based on an individual's passion for a particular long-term goal coupled with a powerful motivation to achieve their respective objective. This perseverance of effort promotes the overcoming of obstacles or challenges that lie within a gritty individual's path to accomplishment. At SCU, grit is "Sprinting the Marathon" we have engaged in to be successful and reach long-term sustainability in the ever-changing healthcare and higher education environment. ([http://www.ted.com/talks/angela\\_lee\\_duckworth\\_the\\_key\\_to\\_success\\_grit.html](http://www.ted.com/talks/angela_lee_duckworth_the_key_to_success_grit.html))

3. **Sense of Humor:** Having a sense of humor is about having a sense of perspective and using the ability to find the humor in situations to manage stress and creatively problem solve. At SCU, adding relevant and safe humor is about celebrating work, not trivializing it. By occasionally taking ourselves lightly, while still taking our jobs seriously, mixing humor in an appropriate manner will lead to improved workplace productivity and morale.

### SCU Permission-to-Play Values:

- 1) Respect
- 2) Integrity
- 3) Emotional intelligence
- 4) Team player
- 5) Accountability
- 6) Collegiality
- 7) Authenticity

### SCU Aspirational Values:

- 1) Evidence based
- 2) Passion
- 3) Extra mile
- 4) Integrative
- 5) Adaptability

#### Common Profile Qualities:

- 1) Customer service focused
- 2) Willing to invest in student/client success by fostering positive relations, guidance, and assistance
- 3) A belief that no task that improves the University is beneath us/servant leadership
- 4) Be an ambassador of the brand
- 5) Be a part of recruitment
- 6) Resource innovator

#### Profile-Specific Qualities By Category:

- 1.) They are a model of academic leadership
  - a. They consistently strive for greater information literacy
  - b. They are passionate within their discipline and about SCU
  - c. They are exemplars within the profession
  - d. They are mentors for students, staff and co-faculty
  - e. They utilize entrepreneurship and innovation within their curriculum
  - f. They offer innovative and continuous ideas for university improvements/assessments
- 2.) They operate with a strategic community and external perspective
  - a. They support and engage in philanthropic endeavors
  - b. They forge internal and external academic community partnerships
  - c. They participate in civic engagement
- 3.) They actively facilitate the university's academic vision
  - a. They are a champion of inter-professionalism
  - b. They are an Evidence-Based practitioner or Teacher
- 4.) They are a champion of the university
  - a. They are academic program champions
  - b. They are enrollment/recruitment champions
  - c. They participate in and help coordinate campus events