



**Marshall B.**  
**KETCHUM UNIVERSITY**

## **Academic Affairs Coordinator**

### **JOB SUMMARY**

We are seeking for a detail-oriented person who is professional, dependable, and enjoys helping people. The Academic Affairs Coordinator provides support to Marshall B. Ketchum University's College of Pharmacy (COP) office of Academic Affairs. The position of Academic Affairs Coordinator is responsible for coordinating the activities of the Office of Academic Affairs and other duties as needed assigned by the Associate Dean of Academic Affairs. The College of Pharmacy is seeking a highly motivated, articulate individual who has the background needed to be a sustainable asset to the Office of Academic Affairs and the College of Pharmacy.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Compile, edit, and format accreditation documents.
- Manage scheduling of courses, examinations, and examination proctors.
- Provide administrative assistance with the Academic Progression and Professionalism Committee this includes organizing meetings, communicating with students, keeping track of remediation records, acting as a liaison between the Office of Academic Affairs, the Academic Progression and Professionalism Committee, Course Coordinators, the Dean, and the University Office of Student Affairs.
- Correspond with Course Coordinators.
- Compile course descriptions and communicate with COP faculty regarding elective coursework.
- Assist in updating COP Handbooks.

### **QUALIFICATION REQUIREMENTS**

To perform this job successfully, the candidate must be able to perform each duty above satisfactorily. The requirements 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.

- Excellent verbal/written communications, organization, attention to detail and interpersonal skills.
- Ability to multitask, adjust priorities, maintain confidentiality and function as a team player.
- In-depth knowledge of software (e.g., MS Word, MS PowerPoint, MS Excel and Outlook, PDF editor).

## **EDUCATION AND/OR EXPERIENCE**

The minimum amount of education and experience that an individual needs in order to successfully perform the essential duties of the position is:

- A High School Diploma or GED is required.
- A Bachelor degree is preferred.
- Minimum of one (1) year prior administrative support experience required, at least 3 years is preferred.

## **ABOUT THE ORGANIZATION**

Located in Fullerton, CA, Marshall B. Ketchum University is an independent, private, non-profit, accredited educational institution. MBKU is home to the Southern California College of Optometry, the School of Physician Assistant Studies and College of Pharmacy. Named after the founder of the optometric institution in 1904, the change to the University structure addresses the growing demand for highly skilled health care professionals.

The University's Southern California College of Optometry confers a Doctor of Optometry (OD) and a Master of Science in Vision Science (MS) degree. MBKU's School of Physician Assistant Studies under the College of Health Sciences awards a Master of Medical Sciences (MMS) degree. MBKU's College of Pharmacy welcomed its first class in the fall of 2016 and will award the first Doctor of Pharmacy (PharmD) degree in Spring of 2020. MBKU owns and operates two premier eye and vision care centers: the University Eye Center at Ketchum Health and the University Eye Center at Los Angeles.

## **BENEFITS**

MBKU provides an excellent benefits package including medical, dental, and life insurance, free vision exams, short and long term disability, generous paid time off plans, a university-sponsored retirement plan with a 9% contribution and an on-site fitness center located on the Fullerton campus. See our website under *Employment* for more details regarding benefits of working for MBKU ([www.ketchum.edu](http://www.ketchum.edu)).

## **HOW TO APPLY**

Interested candidates, please send a cover letter along with your resume and salary requirements to [humanresources@ketchum.edu](mailto:humanresources@ketchum.edu). Position is open until filled.

MBKU is an equal opportunity employer; requirements are subject to possible modification to reasonably accommodate individuals with disabilities.