

**Western Kentucky University**

**College of Health and Human Services**

**Department of Public Health**

**MPH Administrative Coordinator Position**

This is a one-year staff position created to support the online Master of Public Health (MPH) program. Continued employment is subject to availability of funds.

# The University

**Western Kentucky University** aspires to be the University of choice for faculty and staff who are dedicated to helping advance academic excellence. WKU’s main campus is located on a hill overlooking the city of Bowling Green (population est. 60,000), and is acclaimed as one of the most beautiful in the nation. With over 2,300 employees, we are continually searching for talented, dedicated individuals to join our team as we support the mission and goals of WKU. In addition, WKU serves the communities of Elizabethtown/Fort Knox, Glasgow and Owensboro through its regional campuses.

# Primary Duties and Responsibilities

The following duties are required for this position. Duties may be added or deleted based on program needs.

* Coordinate the applied practice experience for the MPH program. This includes working with public health and related agencies to procure practice experiences; securing affiliation agreements when needed; maintaining databases of student hours, products, and practice sites; assisting students; and, communication with preceptors.
* Coordinate the integrative learning experience for the MPH program. This includes maintaining a database for student products and organizing and assisting with student symposia.
* Coordinate curricular competency tracking for the MPH program. This includes maintaining a database that monitors students’ curricular assessment requirements, and working with faculty to secure assessments.
* Assist MPH program coordinator with the recruitment, advertising, marketing, and promotion of the MPH Program. Some travel with overnight lodging required.
* Manage social media and create stories for college newsletter and MPH website.
* Participate in MPH program committees.
* Assist with MPH program activities and student organizations as needed.
* Coordinate with Career Center to ensure students’ successful workforce integration.
* Assist MPH program coordinator with administrative tasks as needed.

# Minimum Training and Experience Required

* High School diploma
* Experience working with public
* Experience working with data management systems

Knowledge, Skills, and Abilities Considered Essential for Success

* Excellent organizational skills
* Strong writing skills
* Strong public speaking skills
* Proficient in Word, Powerpoint, and Excel
* Social media competence
* Ability to function autonomously
* Self-motivated and self-starter
* Attention to detail
* Time-management skills
* Ability to work with others
* Ability to assume leadership roles

**Application Instructions**

The following items must be submitted through this electronic talent management system (<https://www.wku.edu/employment/>) by August XX, 2018, although expressions of interest may be considered until the position is filled:

* Letter of intent that clearly address how position requirements
* Current resume
* Unofficial transcripts
* Names and contact information for three references

Kentucky state law requires all public institutions of postsecondary education to conduct pre-employment criminal background checks to determine suitability for employment.

You will receive email confirmation once you have successfully completed the application process.

**Western Kentucky University does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, age, religion, veteran status, or marital status in admission to career and technical education programs and/or activities, or employment practices in accordance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Revised 1992, and the Americans with Disabilities Act of 1990.**