



Program Coordinator, Clinical Training and Academic Research

Full Job Description

George Fox University's Graduate School of Psychology is seeking a highly skilled and motivated team player to fill the role of Program Coordinator, Research and Clinical Training.

About the Job:

The Program Coordinator will partner with internal and external stakeholders, and collaborate with PsyD partners to ensure accredited degrees offered by the program comply with post-graduate licensure requirements. The individual in this position will oversee accreditation, research, clinical training data management, and department procedures, working closely with the Program Director and Director of Clinical Training.

Job Responsibilities Include, but Are Not Limited To:

- **Clinical Training:**
 - Coordinating and facilitating clinical training sessions for students, including the provisioning of training materials, scheduling of trainers, and evaluation of training outcomes.
 - Engaging in data entry tasks and providing solution-oriented technical support to faculty, students, and affiliated sites for troubleshooting and optimal utilization of online platforms.
 - Providing oversight on student adherence to compulsory compliance benchmarks as delineated by the state of Oregon for students in healthcare professions.
 - Executing Tevera data administration and technical support:
 - Executing data entry tasks in the Tevera system, integrating staff profiles, student academic records, partner sites, course catalogs, and compliance forms.
 - Providing immediate, solutions-oriented technical support to faculty, students, and affiliated sites for troubleshooting and optimal utilization of the Tevera platform.
 - Conducting annual training sessions for faculty and students on best practices for using Tevera.
 - Developing and providing instructional materials, such as PowerPoints and infographics, to assist students in using Tevera effectively.
- **Academic Research:**
 - Coordinating dissertation and preliminary defense:
 - Conducting longitudinal tracking, archival, and analytics on academic milestones pertaining to student dissertations.
 - Engaging with students throughout their dissertation process and managing logistics of dissertation events.
 - Assisting the Director of Research in the development of the annual SFE exam.
 - Administering full-spectrum governance of assessment library tracking systems, overseeing the Assessment Library's operational efficacy.

- Maintaining an encrypted database of assessments, protocols, and access credentials to ensure data confidentiality and security.
- Monitoring, collaborating, and ensuring availability of online assessments and digital testing platforms.
- Collaborating with faculty, students, program staff, and university personnel to support the professional daily workings of the department through oversight and engagement in multiple systems, projects, and events within the department.
- Communicating effectively and courteously with others, including employees, students, and the public, in a spirit of teamwork, respect and customer service.
- By actions, words, and lifestyle, be a Christian role model to students, whether through casual contact or in a formal supervisory role.
- Demonstrating awareness, respect, and appreciation for diversity of culture, background, race, sex, political views, expressions of faith, etc. and works well with a variety of people.
- Other duties as assigned.

A Day in the Life of This Position:

A typical day consists of any, or all, of the above-mentioned work duties. The Program Coordinator will work closely with the Program Director, Director of Research, and Director of Clinical Training in managing the overall academic integrity, quality and viability of the Degree Program. They will coordinate and perform a variety of confidential and complex duties with minimal supervision throughout the day in an effort to provide advice and academic support to all program faculty and students within the Graduate School of Clinical Psychology.

Upon arrival at the office, the Program Coordinator will likely check emails and voicemail messages and respond to communications as needed, some of which may require them to reprioritize planned tasks. They will then complete work duties independently based on requests, but primarily their own anticipation of upcoming needs and events with attention to deadlines. The tasks will be varied, will include communicating with multiple other departments, students, and faculty, and will require sound judgment to make decisions autonomously. They will field questions and conversations in person, via email and phone throughout the day; these interruptions may be multiple times an hour and require the Program Coordinator to pivot their work before returning to other projects. "Typical" in this role is synonymous with vast and varied.

We're Looking for Candidates Who Have:

- 2+ years of relevant experience.
- Experience with data management and reporting.
- Experience with communicating difficult/sensitive information.
- Experience working with diverse populations and a commitment to diversity, equity and inclusion.
- Strong organizational, verbal, written and interpersonal skills necessary to interact effectively with all levels of personnel.
- An ability to multi-task and work with frequent interruptions.
- A demonstrated high level of discretion and sound decision making judgment.
- Strong computer proficiency in, but not limited to, Excel, Word, and other technologies.
- A demonstrated ability to prioritize and problem solve.

- Legal authorization to work in the United States. *This position does not offer visa sponsorship; therefore, only applicants who do not require sponsorship for employment visas, now or at any point in the future, should apply.*
- A personal commitment to Jesus Christ and express their Christian testimony in a church. In addition, employees agree to live in agreement with the Community Lifestyle Statement and affirm the theological commitments expressed in the Statement of Faith.

Preference Will be Given to Those Who Have the Following Attributes:

- A degree or certification.
- 5+ years of administrative and/or data management experience with proven record of progressive responsibility and oversight, preferably in higher education.

Job Information:

- Hours Per Week: 40 hours (1.0 FTE)
- Primary Work Location: Newberg Campus
- Working Conditions: Physical requirements are those of a normal office environment
- Supervisor: Director, Doctor of Clinical Psychology Program

George Fox University has been transforming student's lives for over 125 years. We are a Christ-centered community that prepares students spiritually, academically, and professionally to think with clarity, act with integrity, and serve with passion. Our vision is to be the Christian university of choice known for empowering students to achieve exceptional life outcomes. We put students first, with Christ at the center of our work, embracing change in order to improve. We are looking for enthusiastic candidates to join us in creating transformational experiences for our students.

Being a part of our community means a commitment to faith and to a lifestyle that is consistent with the university's mission as described in the [Statement of Faith](#) and [Community Lifestyle Statement](#) on our website.

As a Christ-centered community, George Fox University is an institution that values [diversity](#) as an essential dimension of God's design for human communities. In seeking to become a more inclusive community, we especially encourage applications from women and candidates from racial and ethnic backgrounds that are underrepresented in our community.

What is most appealing about working at George Fox University?

- Faith-friendly: Our culture is unique for higher education. At George Fox you can pursue academic excellence while integrating scriptures, praying with staff members and students at work, and helping to make an impact on the world in a way that promotes Christian values.
- Unapologetically Christian: As a university, we have an enduring commitment to Christ, his kingdom and the truth of God's Word.

- Live out your calling: You are able to use your God-given talents and abilities while having a profound influence on students as they deepen their relationship with Jesus Christ.
- Equip students for kingdom work: You can be a part of helping students discover their callings, at which they will be able to glorify the kingdom of God just as they have seen you do.

For your personal well-being we offer:

- A strong Christian vision and mission-led organization with opportunities for your growth and contributions.
- Wonderful Christian peers and a vibrant student population.
- A beautiful, peaceful campus environment with areas to walk and coffee shops and restaurants close by.
- Free Fitness Center membership.
- Free parking.
- Rich employee benefit package.

Equal Employment Opportunity Policy

The university is an equal-opportunity employer. Every employee has the right to work in surroundings free from all forms of unlawful discrimination. It is our policy to make decisions about applicants and employees without regard to sex, age, race, color, marital status, national origin, disability, veteran status, or any other status to the extent prohibited by applicable local, state, or federal law. This prohibition applies not only to the recruiting and hiring process but to all facets of the employment relationship, including promotion, pay, training, classification, performance reviews, discipline, and termination.

George Fox is owned by the Northwest Yearly Meeting of Friends Church and its mission is distinctly Christian. Employees are required to agree with and abide by the university's faith statement and its statement of community responsibilities. Within the context of this agreement and commitment, employment opportunities are otherwise available to all persons on the basis of their experience and skills.

In the recruiting process, the university may make special effort to solicit applicants from underrepresented groups. This is done as an affirmative step to increase the representation of these populations in the university's workforce to better match their availability in the labor market. Hiring decisions are based on the applicants' qualifications as they relate to the needs of the position.