

101 Vera King Farris Drive | Galloway NJ 08205-9441
stockton.edu

Title:

Professional Services Specialist 4 – Healthcare Affiliation Coordinator (Classified)

Requisition Code:

492489

Location:

Galloway - Main Campus

Job Category:

Professional

Department:

School of Health Sciences

Salary:

Based on NJ Civil Service Commission regulations and is accompanied by an extremely competitive University benefits

Work Hours:

Varies

Posted Date:

05/11/2023

Close Date:

06/11/2023

Overview:

Stockton University is ranked among the top public universities in the Northeast with more than 160 undergraduate and graduate programs, as well as continuing education opportunities. The University, one hour from Philadelphia and two hours from New York City, offers unique living and learning environments throughout southern New Jersey, including the 1,600-acre Galloway campus in the Pinelands National Reserve and Stockton University Atlantic City, located in the University District, just steps from the beach and the iconic Atlantic City Boardwalk. Additional locations include Hammonton, Manahawkin and Woodbine. As a public university, Stockton provides an environment for excellence to a diverse student body, including those from underrepresented populations, through an interdisciplinary approach to liberal arts, sciences, and professional education. Founded in 1969, Stockton held its first classes in 1971. The University's commitment to cultural diversity and its welcoming and vibrant community makes Stockton a great place to learn and work! Learn more about the many reasons to choose Stockton at www.Stockton.edu.

Faculty and Staff are committed to support Stockton University's commitment to diversity and strong student-centered vision and mission.

Successful candidates will be required to show proof of their COVID-19 vaccine status prior to their start date. Religious or Medical waivers may be requested at the time of employment offer.

This is an in-person on campus, non-remote position. For the 2022-2023 academic year, the University has implemented a pilot program allowing employees to work either a compressed 4-day work week with extended workdays or may work from home one day a week. Participation is subject to Divisional Executive approval depending on operational need.

Summary:

The Healthcare Affiliation Coordinator works to ensure that contracts and agreements with our student clinical placement facilities are fully executed as per accreditation standards and works collaboratively with other departments and internal and external parties to complete affiliation agreements; manages clinical site database and prepares reports as needed.

Responsibilities:

- Receives new site affiliation agreement requests and manages the process through the executed status.
- Renews existing site agreements prior to expiration of current affiliation agreements in an appropriate timeframe.
- Acts as a liaison and maintains cooperative working relationships between School of Health Science (SHS), Office of General Counsel (OGC), Risk Management, and external parties to complete affiliation agreements.
- Develop and maintain executed affiliation agreements/site data in internal databases for SHS programs.
- Mentors program faculty in the School of Health on clinical/internship affiliation agreement site approval process.
- Receives, evaluates, prepares, tracks, and finalizes documents/drafts for review by the SHS programs, Risk Management, OGC.
- Coordinates new/existing affiliation agreement sites who integrate with other Stockton University School (SOBL, EDUC).
- Assists SHS Academic Fieldwork Coordinators, Directors of Clinical Education, or other clinical internship-related faculty/staff with software integration of affiliates, sites, and clinical educators.
- Monitors and updates internal databases to align with affiliate mergers, consolidations, and reorganizations.
- Utilizing internal software, prepares reports at the request of SHS Deans, Chairs, and Programs.
- Collaborates with SHS Academic Fieldwork Coordinators, Directors of Clinical Education, or other clinical internship-related faculty/staff.
- Other duties assigned.

Required Qualifications:

- Bachelor's degree (applicants who do not possess the required education may substitute required experience on a year-for-year basis)
- Proficient in Microsoft Word, SharePoint, and Excel skills, and Adobe PDF functionality
- Experience with healthcare systems, practices, and facilities

Preferred Qualifications:

- Master's degree in a health science, pre-professional area, or informatics
- Takes initiative and can make independent and interdependent determinations on the best possible resolution to processing problems
- Experience in compiling, analyzing, integrating data, and generating reports across systems

Knowledge, Skills, and Abilities:

- Ability to establish positive and collaborative working relationships with campus constituents and clinical partners
- Attention to detail in reviewing and verifying that procedures are followed to comply with clinical contracts or affiliations and accreditation and licensing institutions
- Ability to prioritize work and accomplish tasks in a timely manner with minimum supervision
- Experience in comprehending, analyzing, designing, implementing, monitoring, and troubleshooting processes that upload/manage data in third-party software
- A working knowledge and comfort with (FERPA) regulation governing student access to records and release of confidential information; ability to keep sensitive information confidential
- Demonstrates through past accomplishments and actions the ability to support Stockton University's diversity commitment and strong student-centered vision and mission

Screening Information:

- Screening of applications begins immediately and will continue until the position is filled.

How To Apply:

To apply, please visit <https://employment.stockton.edu> or click the "Apply" button.

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC at (833) 691-0404.

Click [here](#) to apply. Email all necessary documentation to Stockton.same@stockton.edu.

Only electronic documents will be accepted. Please complete the online application and include three professional references in addition to the following required document. All required documents (Microsoft Word or PDF) must be submitted in order for your application to move forward.

1. A letter of interest describing qualifications and accomplishments
2. A current resume

Please note:

- Stockton University is an equal opportunity institution and encourages a diverse pool of applicants. Pursuant to Title IX of the Education Amendment of 1972, Stockton University prohibits discrimination on the basis of sex (including, but not limited to, the prohibition of sexual misconduct and relationship violence, sexual assault and harassment) in all of its educational programs and activities. Please visit http://www.stockton.edu/affirmative_action for information on Stockton's Equal Opportunity and Institutional Compliance processes. The University provides reasonable accommodations as appropriate. An applicant may request a reasonable accommodation for any part of the application and hiring process by contacting Bart Musitano, Manager for University Pensions and Benefits within the Office of Human Resources (Main Campus, J-115) at 609-652-4384, Monday – Friday between 8:00am – 5:00pm.
- All offers of employment are contingent upon a favorable background check, which may include social intelligence from a consumer reporting agency.
- In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.

- Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (Clery Act), prospective employees may access Stockton's Annual Security and Fire Safety Report (ASF SR) at <https://www.stockton.edu/police/crime-statistics.html>. The ASF SR contains the previous three years of reported Clery Act crime statistics, fire safety information and information regarding campus and personal safety. Paper copies of the report are available at the Stockton University Police Department, Building 71, 101 Vera King Farris Drive, Galloway Township, NJ, or, call 609-652-4390 to request that a copy be sent via postal mail.