

## Position Vacancy Announcement

### **Operations Coordinator, School of Physical Therapy College of Health & Human Services / School of Physical Therapy**

#### **Position Summary**

The Operations Coordinator, School of Physical Therapy provides administrative oversight and coordination of the operational, budgetary and personnel activities required for the development of the hybrid Doctor of Physical Therapy program offered in the College of Health and Human Services, School of Physical Therapy. The administrative tasks include but are not limited to: serve as a liaison with partner institutions, oversight of office clerical staff, and provide administrative coordination of financial-related activities for institutional administration. The Operations Coordinator serves as principal office liaison to the DPT Program Director, Program Coordinators, College Budget Administrator, College Dean, the Provost, the Vice Provost, Human Resources, Purchasing, Controller's Office, Bursar, Student Financial Aid, and Campus Operations in matters involving project planning and management for equipment, facility lease, and travel for all core and adjunct faculty.

#### **Essential Duties, Tasks and Responsibilities**

- Planning, managing and directing the business of the office of the physical therapy program director related to operations, budget, personnel, facilities, and faculty support for the on-site lab immersions.
- All Fiscal/Budget related actions –monthly balancing of departmental budgets; interpretation and development of fiscal policies and procedures determining requirements for approval, working closely with Dean, Director and the college budget administrator to secure appropriate funding/balances; responsible for overseeing the office purchasing and billing; draft budget projections based on current and previous usage patterns and budget forecasting; coordinate and process reimbursements to partners; independently review all budget transactions for accuracy, validity, and approval. Develop financial, personnel, and facilities reports for internal and external bodies, including accrediting bodies.
- Serve as primary liaison to Capital Planning, Design and Construction, Campus Operations. Plan, implement, and oversee capital projects and work orders.
- Gather, analyze and interpret information for the School of Physical Therapy for the purposes of planning, enrollment, outreach, policy creation, and other data needs.

- Plan, manage and direct the onsite lab intensive sessions for the DPT program, including construction and deconstruction of labs and coordination of moving equipment. Traveling to immersion labs when required.
- Serves on departmental and University committees regarding creation of school policies, development and evaluation of strategic goals, curriculum, orientation, and collaborative University issues. Advise the school director on long term needs of the school such as faculty recruitment.
- Assists the Dean and School of Physical Therapy Director with special projects as needed.

### **Knowledge, Skills or Abilities**

- Must have a strong accounting/finance background in order to function in the budgeting process
- Strong managerial and administrative skills to accommodate the unique and vast array of workload issues
- Higher education experience a must
- Excellent written and verbal communication skills required
- Ability to work independently under the pressure of very tight deadlines

### **Minimum Qualifications**

Bachelor's degree required. Master's degree in Higher Education, Counseling, Science or a student development background is preferred.

The following experience is required:

- Minimum two years of experience in higher education

The following experience is preferred:

- Experience in higher education health care related field preferred
- 3-4 years's experience in coordinating and managing projects; budgetary reporting and financial management

### **Salary**

Full-time, Administrative staff position available. Administrative Grade Level 355. Salary is commensurate with education and experience. Full benefit package available.

**Deadline to apply:** November 2, 2020

**To Apply**

For a complete job description & to apply for this position visit <https://bgsu.hiretouch.com/> or contact the Office of Human Resources at (419) 372-8421. BGSU. AA/EEO/Disabilities/Veterans. In compliance with the ADA Amendments Act (ADAAA), if you have a disability and would like to request an accommodation in order to apply for a position with Bowling Green State University, please call 419-372-8421.