



College of Saint Mary strives to create a safe, inclusive educational environment where every person's worth and dignity is valued and nurtured. Applicants representing diverse backgrounds and experiences are highly encouraged to apply.

Physician Assistant Studies Program Coordinator

Are you a positive, energetic, and caring professional looking to join excellent staff and faculty dedicated to health professions education? This position is responsible for coordination of student support functions to ensure achievement of PA Studies Program mission.

Our Idea of a Perfect Candidate Is Someone Who:

- Has excellent communication and interpersonal skills.
- Is well-organized and has the ability to complete tasks in a timely and efficient manner.
- Has program management experience.

Our Ideal Candidate's Education and Experience Include:

- Baccalaureate Degree – business, public administration, education, or related field.
- Prior experience in an academic setting advising students and potential students.
- Familiar with scope of PA practice and has experience interacting with students.

This Position's Responsibilities Include:

- Coordinate the admissions process for CSM PAS Program.
- Collect and present applicant information to PA faculty.
- Organize and analyze assessment data of the admission process.
- Coordinate matriculation process including immunization requirements.
- Maintain student files to meet accreditation requirements.
- Recruit and advise potential students interested in CSM PAS Program.
- Advise and mentor students in the Pre-PAS Pathway and Pre-PA CSM students.
- Act as an advisor to CSM Pre-PA Organization (P-PAO).
- Assure consistent and accurate representation of program information on all published materials.
- Assist with program accreditation process.

Why You Want to Be on This Team:

- You would be a part of a Mission-centered team, who work together to serve our community.
- CSM is committed to supporting the work-life balance of its faculty and staff.
- You would enjoy full-time benefits including health insurance, paid time off, tuition remission programs, 403(b) with employer match, employee wellness time, and more!
- Free access to the campus recreation facilities, including a full gym, pool, and walking trail.

Application

Please have a resume, cover letter, and contact information for three professional references, including one supervisor, ready to upload during the application process.

Please apply using the following link: [PA Studies Program Coordinator](#)

College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, marital status or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.