

**Southwest Georgia Area Health Education Center
SOWEGA-AHEC
1512 W 3rd Avenue
Albany, Georgia 31707**

POSITION TITLE: Student Support Projects Coordinator (Full-time)

SPECIFIC DUTIES AND RESPONSIBILITIES:

- **On-going and Seasonal Support:** This full-time position will devote approximately 60% of time to on-going projects and 30% to seasonal projects.
- **Student Support:** On-going
 - Provide support as needed and directed by the Preceptor Coordinator. Duties may include but not limited to:
 - Facilitate student clinical rotations by collecting necessary documents for clinical sites credentialing and badging requirements.
 - Arrange housing as requested by students rotating in communities where AHEC housing is available.
 - Conduct housing inspections and make maintenance requests as needed.
 - Work with the Preceptor Coordinator as a resource contact for students, educational institutions, communities and preceptors.
- **Special Projects:** Projects noted below are both on-going and seasonal, new projects can be introduced as new grants and opportunities arise. Direction for appropriating time will be provided by the Executive Director.
 - **Georgia Farmworker Health Project (GFHP):** Seasonal
 - Oversee program planning and implementation; represent AHEC at the farmworker health planning meetings and summer projects in Bainbridge and Valdosta.
 - Coordinate, and oversee the data entry responsibilities and volunteers for Bainbridge, Valdosta and Moultrie projects as well as train summer intern for the Moultrie project.
 - **Summer Camps:** Seasonal
 - Coordinate and expand summer camp programs.
 - **Product redevelopment and promotion:** On-going
 - Evaluate products for marketability and redevelopment.
 - Update appropriate products, evaluate production and promote products.
 - **Participant Tracking:** Seasonal
 - **Marketing and promotion of AHEC services:** On-going
 - **Recruitment:**
 - Health career counseling (on-going).
 - Participate in career and health fairs (as needed).
 - Conduct Health Career presentations (as needed).

RELEVANT, KNOWLEDGE, SKILLS AND ABILITIES:

- Possess strong planning, organizational, and implementation skills.
- Possess excellent communication skills on multiple levels: written correspondence, social media, public speaking and inter-personal encounters.
- Analytical, conscientious, creative, detailed-oriented and self-motivated.
- Ability to multitask, prioritize, make independent decisions, assume responsibility and be flexible.
- Proficiency in Microsoft Office Programs: Excel, Power Point, Word, and Outlook.
- Familiarity with the healthcare industry and healthcare professions.
- Must demonstrate initiative and be able to work independently.
- Must be capable of functioning as part of a team working toward overall organizational goals.

MINIMUM REQUIRED QUALIFICATIONS:

- Bachelor's degree preferred.
- Available to travel and have reliable transportation.

**INTERESTED CANDIDATES SHOULD
SUBMIT COVER LETTER AND RESUME TO:**

**SOWEGA-AHEC
ATTN: OFFICE MANAGER
1512 W 3rd Avenue
Albany, GA 31707**

Email: info@sowega-ahec.org

PLEASE NO PHONE CALLS