

University of Louisiana at Monroe
School of Pharmacy
Job Description
Revised 9-02-2014

Job Title: Director of Professional Affairs
Reports To: Associate Dean, Academic Affairs

Summary: As the administrator with primary responsibility for academic advising, student professional development, and support of the admissions process, the Director is responsible to the Associate Dean to:

Essential Duties and Responsibilities: includes the following, with other duties that may be assigned by the Associate Dean or the Dean:

1. Support the Admissions Committee in the admissions process.
 - a. Ensure that information requests from potential applicants are answered promptly.
 - b. Oversee data collection and storage for all applicants by Program Assessment Analyst.
 - i. Download data from PharmCAS®.
 - ii. Maintain PharmAdmit® data.
 - iii. Store data in compliance with student record policies.
 - iv. Coordinate data integrity.
 - c. Ensure completeness of applications before forwarding them to the admissions committee.
 - d. Verify applicants meet all minimum standards prior to forwarding them to the admissions committee.
 - e. Present applicant information to the Admissions Committee in a timely and organized fashion.
 - f. Arrange and coordinate the interview schedule for each individual applicant.
 - g. Notify students of acceptance and denial.
 - h. Maintain a “wait list” for students not initially admitted into the program.
 - i. Maintain confidentiality of student records.
 - j. Maintain integrity of the process.
 - k. Maintain appropriate documentation to meet ACPE accreditation requirements.
2. Oversee the maintenance of student records
 - a. Develop and maintain a student record policy that addresses needs in the area of applicants, Doctor of Pharmacy Candidates and graduates.
 - b. Maintain admission records on all applicants through the admissions process.
 - c. Maintain enrollment, grades, and official student files for all professional students and graduates.
 - d. Maintain records concerning immunizations, state intern license, and background checks
 - e. Maintain student record confidentiality.
 - f. Ensure students admitted into the program have completed appropriate pre-pharmacy coursework

- i. Act independently to accept coursework for substitution if it has been previously accepted for transfer credit.
 - ii. For courses that have not been previously substituted, evaluate the course for substitution and make a recommendation to the School of Pharmacy Curriculum Committee as to whether or not the substitution should be allowed.
3. Develop and administer an early intervention program from academically at-risk students.
4. Provide academic advising for modified progression students.
5. With the assistance of Informational Technology Personnel, develop and maintain a web page to serve as a resource for career and professional development information for students.
6. With the assistance of Informational Technology Personnel, ensure appropriate student forms are available on the School of Pharmacy Web Page.
7. Provide up-to-date and relevant material concerning admissions and student services for the College's web site.
8. In association with the Coordinator of Experiential Education, verify students going on practice experiences have appropriate academic credentials, documentation of immunizations, current intern licenses, and appropriate background checks.
9. Assist the Director of Student Affairs with administration of professional development programs.
10. Verify academic records of students completing the program to ensure degree integrity.
11. Yearly assessment of effectiveness of office activities.
12. Provide general program support by attending university, community and professional events as requested by the Associate Dean of Academic Affairs or the Dean.
13. Teach in assigned courses.
14. Serve on professional, school and university committees as assigned.
15. Maintain an active scholarship program with at least one publication each year. Seek extramural funding.
16. Other responsibilities as assigned by the Associate Dean of Academic Affairs or the Dean.