PA Program Coordinator

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Close Date

1/23/2026

Type: Full-Time

Budgeted Salary Range: $23.25 - $27.50 per hour DOE
Location, Job Title, Benefits

Rocky Vista University in Englewood, CO has an opening for a

PA Program Coordinator (Full-Time)

To be considered for this position applicants should submit a resume/cover letter and salary requirements on our Careers page at www.rvu.edu.

SALARY:

$23.25 - $27.50 per hour, the salary of the finalist(s) selected for this role will be set based on a variety of factors, including but not limited to skill, knowledge, experience, education, and credentials.

BENEFITS:

RVU offers a full benefits package that includes Health, Dental and Vision insurance, along with 2 weeks (minimum) accrued paid vacation days per year, 12 accrued sick days per year, personal days, 13 ½ paid holidays and 401(K) match up to 7% based on employee's contribution. **Join us in an environment where in-office work is the primary focus, complemented by hybrid work flexibility for eligible positions.**

Commitment to Inclusive Excellence: *We are Rocky Vista University (RVU), a diverse, equitable, and inclusive healthcare education university that recognizes, values, and respects the commonalities and differences reflected in our students, staff, faculty, and alumni. We strive to be compassionate healthcare educators and practitioners who embrace and champion inclusive excellence.*

RVU is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Primary Purpose

The Program Coordinator provides comprehensive operational, technical, and administrative support for the Physician Assistant (PA) Program, with a primary focus on admissions processes and didactic curriculum coordination. This role involves managing all aspects of student recruitment, application processing, interview cycle planning and execution, pre-matriculation tracking, and digital file management. Concurrently, the position supports the planning, coordination, and administration of the didactic curriculum, student academic records, scheduling, and faculty. Serving as the primary in-person point of contact, this role actively greets and directs students, faculty, and visitors within the program's administrative office. The ideal candidate will possess exceptional organizational skills, problem-solving ability, attention to detail, strong communication skills, and the capacity to independently manage complex, time-sensitive workflows across both functional areas.

Essential Job Functions

- Manage Admissions Processes: Oversee comprehensive application processing, coordinate faculty review assignments, and maintain applicant data within the admissions management system.
- Plan & Execute Interview Cycles: Coordinate all aspects of annual interview cycles, including scheduling, volunteer management, logistical preparation, and moderation of virtual sessions.
- Support Post-Interview & Matriculation: Process acceptance offers, track confirmations, manage deposit payments, and coordinate pre-matriculation compliance for admitted students.
- Lead Recruitment & Outreach Efforts: Assist with various recruitment events, information sessions, and cultivate relationships with pipeline institutions and alumni to promote the program.
- Provide Didactic Curriculum Support: Aid in the planning and coordination of the Physician Assistant program's didactic curriculum.
- Administer Student Academic Records & Scheduling: Maintain accurate student academic records, coordinate student/course scheduling, and manage program calendars.
- Serve as Primary Student Liaison: Act as the main in-person point of contact for students, faculty, and visitors, managing communications regarding didactic schedules and general program information.
- Coordinate Program & Course Evaluations: Oversee the distribution, collection, and analysis of course, faculty, and program-wide evaluations and surveys.
- Offer Faculty Administrative Support: Provide comprehensive course-related assistance to PA faculty, including learning management tool support, material preparation, and in-class logistics.

- Manage Data & Generate Reports: Maintain accurate admissions and didactic program data, generating reports for program evaluation, accreditation, and continuous improvement.
- Drive Process Improvement: Participate in the ongoing evaluation and refinement of both admissions and didactic processes to enhance efficiency and effectiveness.
- Organize Program Events: Plan and execute various program-wide events such as student orientation, white coat ceremonies, and graduation.

Required Knowledge, Skills, and Abilities

- Strong organizational skills; ability to manage multiple deadlines and complex, time-sensitive workflows across diverse functional areas.
- Exceptional interpersonal and communication skills (written and verbal), with a professional and welcoming demeanor to effectively interact with diverse groups, including prospective students, current students, faculty, and staff.
- Proficiency with standard office software (e.g., Microsoft Office Suite including Word, Excel, PowerPoint, Outlook), virtual meeting platforms (e.g., Zoom), document management systems (e.g., OneDrive), and demonstrated ability to quickly learn and utilize specialized admissions management systems (e.g., CASPA/WebAdMIT), CRM systems, and learning management systems (e.g., Canvas, Blackboard).
- Strong technical aptitude and ability to troubleshoot technical issues in a virtual and in-person environment.
- Proactive approach to staying informed about and adapting to evolving educational and administrative technologies, including artificial intelligence, to enhance program efficiency and effectiveness.
- Demonstrated ability to manage multiple tasks, prioritize, and meet deadlines independently.
- Commitment to equitable admissions practices and student success.
- Ability to maintain confidentiality and handle sensitive information with discretion.

Minimum Qualifications

- Bachelor's degree from an accredited institution in education, business administration, health sciences, or a related field.
- Minimum of two (2) - three (3) years of experience in admissions, academic program coordination, higher education, or administrative roles requiring significant coordination and data management.

Preferred Qualifications

- Experience in health professions education admissions processes.
- Familiarity with admissions management systems (e.g., CASPA/WebAdMIT), CRM systems, and learning management systems (e.g., Canvas, Blackboard).
- Experience managing virtual events and academic scheduling.
- Background in recruitment, student services, or curriculum support.

Final applicant will be required to pass background check and drug screening. Qualified applicants will be contacted. There may be an additional video interview for you to complete. **Please watch your email including spam and promotions folder.** Rocky Vista University is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodation when necessary. The following are essential abilities and physical requirements for all positions at the University.

Ability to orally communicate effectively with others;

Ability to communicate effectively in writing, using the English language;

Ability to work cooperatively with colleagues and supervisory staffs at all levels;

May be exposed to short, intermittent, and/or prolonged periods of sitting and/or standing in performance of job duties;

May be required to accomplish job duties using various types of equipment/supplies to include, but not limited to, pens, pencils, calculators, computer keyboards, telephone, etc.;

May be required to transport oneself to other campus offices, conference rooms, and on occasion, to off-campus sites to attend meetings, conferences, workshops, seminars, etc.