



Workforce Development Coordinator, Phoenix Bioscience Core

The Office of the Phoenix Bioscience Core is seeking a workforce development coordinator who will be responsible for establishing and maintaining professional development and pathway programs for health care-related students from Arizona's three state public research universities: Arizona State University, Northern Arizona University and the University of Arizona. Reporting directly to the executive director of the office of the Phoenix Bioscience Core, this individual would focus primarily on Arizona's nursing and behavioral health workforce shortages, while also supporting programs related to physicians, occupational therapy and physical therapy. For nursing, there is immense opportunity and need in the areas of long-term care, independent living and assisted living facilities, Certified Nursing Assistant programs, and skilled nursing roles.

This role will convene the three Arizona State Universities and key community colleges, including rural college representation, and work with their internship, clinical rotations, practicums, coordinators, and job placement support to identify and connect the next generation of healthcare workers to internships/job placement opportunities, with a priority on the Mercy Care and Medicaid network. They would identify academic gaps and target new methods of collaboration and learnings to accelerate efforts taking place across the PBC. These programs would include internships for students of all levels; collaborations with clinical partners such as Dignity Health, Valleywise Health, outpatient integrated health clinics, long-term care facilities and others; and pipeline programs into career fields for graduates of our academic institutions.

Typical Duties: (The job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described and do not limit the assignment of the related tasks in any position of this class.)

- Develop and implement a strategic plan with key stakeholders to establish long-term and short-term goals, action items, dates of completion and responsible parties.
- Convene regular meetings with universities' workforce development and career placement offices, City of Phoenix workforce development department, clinical partners, community colleges and other key partners to outline a plan, understand market and academic challenges, needs and opportunities for

interns and graduates.

- Establish and develop a framework of initiatives and outcomes with clinical partners to establish a framework of immediate and long-term needs in areas of undergraduate internships, graduate internships and fellowships, clinical rotations and full-time clinical roles. Work to gain internship and job placements for qualified candidates at clinical locations across the state.
- Host monthly touch base meetings with Mercy Care and PBC to discuss progress, outreach, barriers and other issues.

Knowledge, Skills and Abilities:

The successful candidate will demonstrate:

- Knowledge of the clinical and health care landscape, including **Arizona Health Care Cost Containment System (AHCCCS)** in Arizona.
- Strong understanding of academic requirements for undergraduate and graduate health care degrees.
- Evidence of effective communication, both verbal and written.
- Skill in establishing and maintaining effective working relationships in a complex organization across academic, clinical and corporate ecosystems.
- Knowledge of strategic planning principles and practices and organizational management.
- Strong implementation experience and accountability for results with specific skills in planning, analyzing and coordinating activities and establishing priorities.
- Knowledge of current issues and trends in undergraduate and graduate health care education, and the career pathways for those degrees.
- Experience in group and face-to-face presentations.
- Experience in working with affiliate communities and campus partners.

Minimum Qualifications:

- Bachelor's degree in a field appropriate to the area of assignment.
- Three years of related administrative experience, or any combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

Salary and Benefits:

- \$65,000 to \$75,000 per year, depending upon experience and qualifications. This is a grant funded position.

- This is a full-time position with health and dental benefits. This position is eligible to be enrolled in the Arizona State Retirement System or the Optional Retirement Plan. Tuition reduction benefits to Arizona public universities are available to employees and their dependents. For a full list of available benefits, click [here](#).

How to Apply:

Applicants should send cover letter, resume and the names and contact information of three professional references who are able to speak to the qualifications listed above to: hr@azregents.edu or Arizona Board of Regents • 2700 North Central Avenue, Suite 400 • Phoenix, Arizona 85004. The review of applicants will begin immediately.

The Arizona Board of Regents is an equal employment opportunity and affirmative action employer.