



**DATE ISSUED:** 09/05  
**FLSA:** Non-Exempt  
**PTO:** COVS

## **JOB DESCRIPTION**

### **TITLE**

Coordinator, Immunization Program

### **JOB SUMMARY**

Responsible for the screening and reporting of immunization records for all health science majors on all campuses. Students who are attending clinical rotations must satisfy University policies and state laws regarding immunization requirements. Responsibilities include the entry of immunization information into compliancy software application and the reporting of that information to students, faculty, and staff. Work is performed under general supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Assistant Director, Student Health Services

*Supervises:* May supervise Student Assistants

### **PRIMARY DUTIES - May include, but not limited to the following:**

Reviews and maintains immunization compliance records for students with health science majors.

Reviews submitted records for accuracy and compliancy.

Inputs information into compliancy management software program.

Reports student compliancy to departmental faculty.

Handles phone calls from faculty and staff regarding compliance issues.

Answers student inquiries concerning compliancy status.

Explains compliancy policy and requirements to students.

Solves issues that may arise concerning student immunization status compliance.

Maintains files with submitted records on all health science majors.

Purges old files.

Receives, sorts, logs and distributes mail.

Provides customer service.

Retrieves and verifies patient information.

### ***ADDITIONAL DUTIES***

Checks patients in and out.  
Schedules appointments.  
Handles prescription refills.  
Assists in orientation sessions, health education events, and immunization clinics at all campuses.  
Performs other duties as requested.

### ***EDUCATION***

High school diploma or equivalent required. Some college coursework preferred.

### ***EXPERIENCE***

One to two years experience in medical clinic/hospital setting. Working knowledge of medical terminology preferred, including immunization requirements.

### ***KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:***

Working knowledge of office practices and methods.  
Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.  
Ability to organize work effectively, conceptualize and prioritize objectives, and exercise independent judgment based on an understanding of organizational policies and activities.  
Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.  
Ability to communicate effectively orally, by phone, in person, and in writing.  
Ability to represent the department and University in a friendly, courteous, and professional manner.  
Ability to respond to emergency situations in a timely manner.  
Ability to use a personal computer and other office equipment.

### ***PHYSICAL DEMANDS***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye.

### **WORK ENVIRONMENT**

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily in an indoor office setting. The noise level in the work environment is low to moderate. The employee may be required to travel.

### **SAFETY**

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***