

**Program Coordinator**  
Department of Psychology  
Full Time  
Non-Exempt

The **Department of Psychology** is seeking a **full-time, Program Coordinator**. The Department of Psychology and Westside Psychological Services mission is to train students in undergraduate psychology, and graduate school and clinician psychology, and provide evidence-based psychological services to children, adolescents, adults, and families in the Rochester area, including assessment, therapy, and consultation; through our affiliation with the clinical/school psychology doctoral program at Roberts Wesleyan University.

The Program Coordinator is a dual, full-time position who reports directly to the department programs manager/clinic operations manager to support the Department of Psychology and the adjoining PsyD student training clinic – Westside Psychological Services. This position requires excellent organizational, customer service, and communication skills. The program coordinator must have good judgment, be results-oriented, highly collaborative, and client/student-centric. This individual must have the ability to adjust to changing priorities and challenges in a busy environment, and must be able to work under the pressure of deadlines.

The Program Coordinator, alongside the department Programs Manager, will support the department by providing administrative support to department leadership, faculty, and students. This support may include assisting with general office administration: scheduling and attending meetings, assisting with departmental inquiries and visitors, maintaining paper and electronic filing systems, coordinating department schedules; academic support such as: course evaluations, syllabi preparation, student forms, and student performance outcome measures; working on special projects such as review and update of reports/policies/handbooks/newsletters; and assisting with department communications with prospective students including coordination of orientation and interview cycles. This position may also include assistance with fiscal management support services for the department and clinic. In addition, the Programs Coordinator will assist the Psychology Field Education Director, and also provide support for processing dissertations, and graduation requirements as needed. Other duties may include event coordination and assisting with accreditation. Alongside the clinic Operations Manager, the Operations Coordinator supports all day-to-day operations of the clinic, including: client intake, referrals and inquiries, payment processing and budget management, administrative and staff clinician support. Regular support also includes student

clinician onboarding/training, marketing, summer camps, groups, data management, safety and regulatory compliance,

**Qualifications:** The successful candidate will be Proficient in Microsoft Office applications. Proficient in Google Suite applications. General end user technology proficiency. Experience and/or capacity to learn EMR systems. Experience with budget management. Experience with clinic finance management preferred. Familiarity with marketing, social media. Experience in an academic setting preferred. Professional conduct with students and faculty, client/potential client interaction via phone and email. Understanding of academic training program support preferred. Interest in Psychology/Mental Health support preferred. A successful candidate will be able to demonstrate cultural competence and must value the principles of diversity and equity.

**The approved salary for this position is \$16.50/hr-\$16.75hr.**

Office of Human Resources  
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*RWU and NES comply with all applicable non-discrimination laws and are committed to the enhancement of human dignity and workplace diversity.*