

Job Title: Program Director: Health Services Administration

Reports To: Associate Dean of the College of Health Professions and Sciences

FLSA Status: Exempt

OVERVIEW: The incumbent in this position will report directly to the Associate Dean of the College of Health Professions and Sciences. It involves both administrative support responsibilities associated with the program and instructional responsibilities as appropriate within the program. Work requires the initiating and setting of goals and strategic objectives from start to completion involving deadlines, milestones and processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides leadership to program and programming staff.
- Oversee and manage all aspects of the specific program's development and continuity to include curriculum delivery, promotion and scheduling of instruction.
- Periodically review program curricula to ensure materials are up to date.
- Work with faculty to ensure consistency of curricula delivery across campuses.
- Monitor program achievement and student learning outcomes.
- Create and modify syllabi as needed.
- Meet with local advisory board to ensure programs meet community/employer needs.
- Develop and monitor externship programs.
- Coordinate with the library and bookstore to ensure the availability of associated materials.
- Collaborate with other academic departments to improve program offerings and scheduling.
- Responsible for both the initial and continuing compliance with state, accreditation, and other oversight program activities.
- Participates in student recruitment efforts.
- Leads participation in the accreditation process and assures full compliance with federal, state and accrediting body standards and regulations.
- Interface and communicate with students on a regular basis and respond to program inquiries.
- Responsible for student support with academic difficulty through on-going review of academic performance.
- Approves prerequisite course substitutions and transfer credits.
- Other duties as assigned or become evident.
- Manage and monitor program operating budget.

IF SERVING AS A FACULTY MEMBER:

- Deliver lectures/facilitate labs.
- Grade projects and exams.
- Provide progress reports/midterm feedback.
- Maintain gradebook
- Provide one and one with students.
- Enforce policies (attendance, dress code, etc.)
- Report attendance issues to the Dean.
- Advise students and answer students inquiry.
- Develop lesson plans, exams, quizzes, and projects/assignments.
- Monitor equipment and supplies.

- Maintain classroom.
- Maintain any relevant licensures and certifications.
- Attend campus meetings as expected.
- Participate in committees and knowledge sharing forums.

COMPETENCIES

- Ability to manage multiple projects while streamline processes and procedures to ensure an efficient operation.
- Ability to effectively present information in a one on one and small group setting.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to develop and manage program budget.
- Ability to work cooperatively with all internal and external stakeholders.
- Ability to effectively communicate both verbally and in writing with other areas internally and externally out of the University, in order to meet the needs of the students, the community and the profession.
- Ability to work independently and make major decisions in regards to the specific programs.
- Ability to maintain current knowledge of the discipline and educational methodologies through continuing professional development.
- Ability to maintain current knowledge of the program policies, procedures, and student progress.
- Ability to relate to a diverse population in a professional manner.
- Ability to organize, prioritize and complete multiple tasks.
- Ability to promote a positive atmosphere of teamwork and collaboration on and off campus.
- Ability to remain professional at all times during stressful situations.

COMPUTER SKILLS:

- Ability to operate personal computer frequently for data entry, word processing and spreadsheet software.
- Ability to use Microsoft Office software to include Word.
- Ability to use electronic mail software to include Microsoft Outlook.
- Ability to use internet browser software to include Internet Explorer.

PHYSICAL DEMANDS:

- While performing the duties of this job, the employee is regularly required to spend a considerable amount of time using their hands to write, handle, control, and/or feel objects.

WORK ENVIRONMENT:

- This position requires the individual to work in a normal office setting with a moderate noise level.

TRAVEL REQUIREMENTS:

- As needed to ensure both the student and program success.

EDUCATION, EXPERIENCE, and TRAINING:

- Graduation from a regionally accredited college or university with a minimum of a Master's degree in Health Services Administration, Health Care Management, Business Administration **OR** a Master's degree in a related field with a minimum of 18 graduate semester hours in Health Services Administration required. Doctoral degree preferred.
- Prior experience teaching at the college level required. Four (4) years of progressive responsibility in managing program(s) preferred.



SUPERVISORY RESPONSIBILITIES:

- Manages and motivates staff including performance management.
- Assess staffing needs and make recommendations for hire.
- Plans and organizes workload and staff assignments.

How to apply: E-mail a copy of your CV, including a list of three professional references, unofficial transcripts (official transcripts will be required at the time of the interview), and a cover letter outlining your interest for the position and your qualifications to: murrayna@webber.edu. **Attachments should be PDF files.**