**POSITION DESCRIPTION**

**POSITION TITLE:** Director of Health Sciences Pathways, Outreach and Retention (Grant Funded)

**JOB CLASSIFICATION:**
- X Administrator - Educational
- ___ Confidential
- ___ Administrator - Classified
- ___ Classified
- ___ Faculty

**RANGE:** 15

**HOURS PER DAY:** 8

**HOURS PER WEEK:** Up to 40

**MONTHS PER YEAR:** Up to 12

**REPORTS TO:** Dean of Health Sciences or Designee

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

Under the direction of the Dean of Health Sciences, this position is responsible to:

- perform a wide variety of complex and highly responsible administrative duties to plan, develop, organize, promote, coordinate, and monitor the assigned operations including program outreach efforts, enrollment processes, and part-time faculty scheduling
- perform duties to support the Career Pathways Trust grant
- promote retention of currently enrolled Health Sciences students
- promote assessment and readiness preparation of incoming Health Sciences students
- collaborate with other college personnel regarding the needs of students who may require additional courses and activities to be successful in Health Sciences programs
- develop and manage tracking systems for evaluation of program/project success
- coordinate Health Sciences marketing efforts, (i.e. program outreach materials, events, department web page, etc.)

This is a grant-funded educational management position that includes collecting student data, interpreting and reporting results of the project, coordination and oversight of student workers and assisting with the performance of the Health Sciences programs in general. This position exercises responsibility for identified Division operational support functions requiring the use of initiative, organization and leadership skills, problem solving, excellent communication, and independent judgment in the processing of work through assigned center. This job class requires extensive student, staff, faculty and public contact.

**TYPICAL DUTIES**

- Administers the day-to-day activities and operations of the Health Sciences involvement in the Career Pathways Trust grant; establishes appropriate guidelines
- Ensures that operations and activities are in conformance to and in compliance with applicable grant requirements and District policies and procedures
- Implements project objectives as developed for grant. Collaborates with Grant Project
Director in gathering reliable data related to grant outcomes

- Develops and maintains annual student databases for the grant
- Coordinates assessment testing for current incoming students and students who are ‘wait listed’ for incoming classes each semester and works with students to interpret test results. Develops a plan for additional preparation for “wait listed” students who receive low assessment test scores
- Tracks student progress and results over the length of the project
- Develops, coordinates, and administers the project budget; monitors and controls expenditures; prepares and submits required reports and financial records
- Selects, requisitions, and maintains specialized project supplies and equipment
- Coordinates development of program outreach materials and events for student recruitment and Health Sciences programs promotion. Plans, directs, and coordinates the activities and operations of selected events
- Promotes cooperative relationships with community and regional agencies as appropriate that will support career pathways between K-12 and college
- Expands Health Sciences website to enhance the focus of current programs and manage changes that reflect efforts at community awareness and creating support for career pathways in Health Sciences
- Coordinates the enrollment processes for all Health Sciences programs – Health Information Management, Dental Hygiene, Associate Degree Nursing, Vocational Nursing, Nursing Assistant/Home Health Aide, and other allied health programs that are developed to serve the career pathways efforts
- Oversees the work of support staff with student clinical requirements, background and drug screening, and preparing the necessary paperwork for regulatory agency certification and licensure
- Receives, handles, and processes confidential information and requests ensuring that security and strict rules of confidentiality are maintained
- Coordinates the scheduling of Clinical Skills Labs and healthcare facilities
- Reviews part-time clinical faculty time cards for accuracy and submits for payment
- Performs other related duties similar to the above in scope and function as required and supports the overall objective of the project

**EMPLOYMENT STANDARDS**

*Knowledge of:*

- principles, procedures, objectives, and practices related to community college programs and services
- broad range of current, relevant health care skills and teaching/learning methodology;
POSITION DESCRIPTION

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project planning and supervision
- proper budget development and implementation practices and methods
- computer and applicable software programs including database and word processing software
- principles and practices of management and supervision including planning, organizing, assigning, and reviewing work; performance appraisal and discipline; employee selection and development; activities for staff professional development; and equal employment policy
- activities that prepare students for a successful healthcare career
- activities to assess and track incoming Health Sciences students
- activities to mentor and support retention of students in their healthcare programs
- activities to prepare “wait listed” students for success in Health Sciences programs
- statistical and database records maintenance

Ability to:
- supervise the day-to-day activities and operations of a project/program
- effectively relate to a diversified population that includes a wide range of ages, socioeconomic, cultural, and ethnic backgrounds
- act as an advocate for successful student learning environment
- interact successfully with faculty, staff, students and community partners
- effectively use time to plan, organize, and prioritize department activities and work
- analyze problems, determine effective solutions, and take independent action for successful results
- analyze data and prepare comprehensive written and oral reports
- work effectively under pressure; prioritize, and meet multiple deadlines
- establish and maintain effective working relationships with those contacted in the performance of required duties
- identify current campus resources for student success and develop resources that are not currently available
- collaborate with other departments to develop effective programs and/or mentorship to assist students who are “at risk” of poor performance
- learn, interpret, explain and apply college, department and program policies, rules and objectives
- communicate with students, staff, faculty and the public using tact and courtesy
QUALIFICATIONS

Education/Experience Required:

- The position requires a Bachelor’s Degree in nursing, healthcare management, or organizational leadership with recent 2 – 5 years experience in a healthcare organization in clinical practice, education, or leadership

- Additional experience desirable: 1–2 years management/coordinator experience and current experience with computers and other electronic equipment and software in an educational setting

- Master’s in Nursing with education focus or a master’s degree in a related education, management or organizational leadership field preferred

APPROVALS

Date Created/Revised: 01-04-2016
Cabinet Reviewed: 01-05-2016
Board Approved: 01-20-2016

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran.

(AP 3410 – Nondiscrimination)