

Director, Health Sciences Certificate Programs at Northwest Florida State College

Position:	Director, Health Sciences Certificate Programs
Department:	Health Sciences Certificate Programs
Hours:	Full-Time
Classification:	Administrative I
Salary:	\$54,241 - \$69,856
Location:	Fort Walton Beach Campus
FLSA Status:	Exempt
Application Deadline:	Review of Applications will begin immediately. Position will remain open until filled.



Qualifications

- Bachelor's degree in a health sciences profession.
- Current Florida license or national certification to practice as a health science professional in Florida or eligibility to obtain a Florida professional license.
- Three years of professional health sciences experience.
- Teaching experience in a postsecondary institution.
- Demonstrated proficiency in technology as well as written and oral communication.

Duties and Responsibilities

The Director of Health Sciences Certificate Programs position is directly accountable to the Dean of Health Sciences for the following duties and responsibilities.

The individual filling this position is expected to play a positive leadership role in helping the College effectively manage change.

- Lead the development, implementation, and direction of Health Sciences short-term certificate programs.
- Explore additional short-term Health Sciences certificate programs to help meet student and industry needs.
- Develop, organize, administer, review, and assure program effectiveness.
- Lead program approval processes with external entities as appropriate to meet external criteria and standards.
- Determine program goals, objectives, and educational outcomes for purposes of program operation and evaluation.
- Ensure compliance with state standards for approved programs where applicable.
- Lead ongoing program curriculum development and evaluation.
- Prepare and manage the program budget, coordinating purchasing, and managing inventory of supplies and equipment needed for instruction.
- Prepare and ensure timely submission of internal and external documentation and administrative reports.
- In collaboration with the Dean of Health Sciences, seek out and establish agreements with area health care facilities to provide appropriate clinical learning sites.
- Serve as liaison with local health sciences professionals and the community on all matters pertaining to the programs.
- Train faculty to ensure that all students are compliant with clinical health and safety requirements (immunizations, CPR, etc.), regularly assessing program needs, compliance, and faculty performance to ensure training is updated and effective.

Duties and Responsibilities - *continued*

- Recommend and take appropriate action regarding faculty/staff appointments, assignments, supervision, evaluation, and professional development activities.
- Coordinate instructional activities (theory, laboratory, and clinical) within the programs and between other programs and departments of the college.
- Supervise and assist with the admissions process and in recruiting, advising, and assisting students applying to and enrolled in the Health Sciences certificate programs.
- Participate in Advisory Committee meetings, prepare program reports for committee members, and work with members to maintain currency and relevance in the Health Sciences certificate programs.
- As assigned by the Dean, teach up to 6 credits per fall, spring, and summer semester in area of expertise. Teaching requirements may vary as determined by the Dean based on administrative duty assignments.
- Provide excellence in classroom, laboratory, and/or clinical instruction.
- Evaluate students' progress in attaining course and program goals and objectives.
- Serve on college work groups as assigned and support other college initiatives.
- Attend commencement ceremonies.
- Complete mandatory compliance training.
- Perform other duties as assigned.

Benefits

- College paid health insurance for employee, dependent coverage at employee's expense
- College paid basic life insurance for employee, additional coverage for employee and/or dependents at employee's expense
- College paid retirement with 3% employee contribution to the Florida Retirement System (FRS)
- Optional dental and vision insurance at employee's expense
- Sick and Annual (Vacation) Leave accrual
- Time off for designated holidays, winter break, and spring break
- 36-hour work week
- Free tickets to designated Mattie Kelly Arts Center and Raider Athletic events

Apply Now

Provide a complete application package that includes **all** the following:

- NWF State College Application
- Resume
- A cover letter explaining why you consider yourself qualified for this position
- Copies of unofficial transcripts. (*All degrees must be from a regionally-accredited postsecondary institution.*)

To apply for this position, please visit our website: <https://nwfsc.interviewexchange.com>, or Human Resources, Northwest Florida State College, 100 College Blvd., Niceville, FL 32578 (Tel. #850-729-5365). NWFSC offers an excellent fringe benefit package. If you are disabled and need accommodations in order to participate in the application/selection process, please notify Human Resources before the specified closeout date. All qualified persons will be considered on an equal basis. Any applicant's grievance should be addressed to the Human Resources Executive Director. Northwest Florida State College does not discriminate based on age, color, ethnicity, race, national origin, disability, marital status, pregnancy, religion, genetic information, sex, gender, or any other legally protected classification in its employment practices or its educational programs or activities. In accordance with the Americans with Disabilities Act, NWFSC strictly prohibits the discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms and conditions of employment. Preference will be given to eligible veterans and spouses of veterans for Career Service positions. NWFSC is an Equal Access/Equal Opportunity Institution and a Drug Free Workplace.

**NORTHWEST
FLORIDA
STATE COLLEGE**