JOB POSTING

Allied Health Specialist
( Beckley, WV )

Summary of Responsibilities

Working closely with the college’s senior leadership, allied health faculty and the health care community, the Allied Health Specialist provides leadership in the non-credit and credit allied health programs to respond to employer’s workforce needs and demands. The duties and responsibilities include: college liaison activities; recruiting responsibilities; curriculum work and coordination of activities.

Specific Duties

College Liaison to Allied Health Community

- Ensure that regional healthcare providers understand the role of the community college in preparing allied healthcare workers for the 21st century jobs in West Virginia.
- Build solid relationships with all health care providers in the nine-county service region to ensure that the college is offering credit and non-credit courses and programs to meet employers’ needs for a skilled workforce.

Recruitment

- Focus on adult students who seek employment or require retraining to maintain employment or to progress in the allied health field.
- Recruit high school juniors and seniors to explore the allied health field as a career field.
- Establish a network including new geographic locations to recruit students into the allied health field.

Curriculum

- Ensure that the allied health care providers provide the best clinical instruction in the region.
- Align training programs and courses with workforce demands and requirements.
- Promote the highest standards by collaborating with allied health agencies to ensure cutting edge practices and to ensure training materials address the needed competencies for employment.
Coordination Activities

- Work with the college officials to ensure appropriate assessment activities in health care courses and programs.
- Work with the office of public relations to ensure program publications and other recruiting materials are up to date and appropriate and that the programs are included in the college’s marketing plan and college publications, including the website.
- Work with the program advisory committees to establish short- and long-range planning for allied health with the faculty and staff.

Assist as Needed

- Preparing the college schedule.
- Formulating articulation agreements.
- Gathering and interpreting data to improve non-credit and credit programs.
- Assisting faculty and staff in accreditation activities of allied health programs.
- Working with faculty and staff to ensure student services are delivered to all students enrolled in allied health care programs.
- Assisting in student orientation and the development of retention strategies.

Education

- Master’s degree required.

Experience

- Five years of experience in health care administration.
- Two years of experience with Computers (Microsoft Office)
- Three years of experience in Higher Education/Training/Education Program Development

Skills, Knowledge, Abilities

- Demonstrated organizational skills while working in a matrix environment.
- Demonstration of skills in the areas of: communication, organization, managing multiple priorities, ability to establish and maintain effective working relationships with students, faculty, staff, community groups, and others, and demonstrated ability to work within a collaborative team.
Application Process

Applicants must submit a letter of application, current resume, copy of college transcript(s), and contact information for three references to the address/email below. CANDIDATES PROVIDING INCOMPLETE APPLICATION MATERIALS, AS REQUESTED ABOVE, CANNOT BE GIVEN FULL CONSIDERATION. Deadline is December 16, 2008 at 4pm, but position will remain open until filled. This is a Non-Classified, Exempt Position, Salary - $60,000.

Director of Human Resources
New River Community and Technical College
167 Dye Drive
Beckley, WV  25801
Email: lbillups@newriver.edu; Fax: (304) 929-6707