



**NEW YORK
CHIROPRACTIC
COLLEGE**

Finger Lakes School of Acupuncture & Oriental Medicine
School of Applied Clinical Nutrition

NYCC is an equal opportunity employer.

**JOB POSTING
OFFICE OF HUMAN RESOURCES
January 3, 2012**

POSITION: Health Center Administrator

DEPARTMENT: Depew Health Center

DIVISION: Academic Affairs

HOURS: Full Time Position

General Description:

The position of Health Center Administrator is a full time appointment requiring a minimum of 35 hours of service per week to the College. The Health Center Administrator plans, guides, organizes and monitors all services provided in the Health Center.

Functions:

1. Provide administrative leadership to the Health Center and their staff.
2. Responsible for overseeing the Health Center operations in conjunction with the Executive Director of Health Centers.
3. Support the mission of the College and its Health Centers.
4. Model and promote professional behavior and stewardship toward the College programs and facilities.

Organizational Relationships:

1. Reports to the Executive Director of Health Centers.
2. Provides direct supervision of the clinical faculty and staff members of the Health Center.
3. Collaborates with the Dean of Chiropractic Clinical Education reading the educational components of the Clinical Service Phase courses.
4. Work in partnership with members of the College faculty, staff and administration.

Specific Duties and Responsibilities:

1. Develop, foster and implement approved Protocols for the Health Centers and affiliated programs.
2. Encourage and support faculty and staff development.
3. Promote and enforce the policies and procedures of the College and its Health Centers.
4. Develop and suggest revision of Health Center programs, policies and procedures, in collaboration with Executive Director of Health Centers.
5. Assists in developing Health Center goals and objectives and oversees the implantation of action steps.
6. Schedules faculty and staff coverage of responsibilities.
7. Oversee and support the duties of the Health Center faculty and staff. Works with the Executive Director of Health Centers in situations of conflict.
8. Obtains feedback from stakeholders and then completes faculty and staff performance evaluations. Provides input regarding promotion and contract renewal for faculty.
9. Collaborates with the Executive Director of Health Centers regarding the Assessment, management and recommendations of human, fiscal and material resources at the Health Centers.
10. Develops community relationships and affiliations to further the educational and service missions of the College.
11. In conjunction with the Executive Director of Health Centers maintains compliance with applicable local, state and federal regulations and accreditation requirements pertaining to the educational and patient care activities of the Health Centers.
12. Facilitate regular Health Center meetings.

13. Oversee the maintenance of the Health Center facilities, equipment and grounds in conjunction with the Executive Director of Health Centers.
14. Provide input and guidance regarding College initiatives impacting the Health Centers.
15. Participates in the Health Center Leadership meetings with the Executive Director and Academic Deans.
16. Participates in College committees.
17. Upholds high patient care standards and serves as a professional role model for faculty, staff and interns of the Health Center.
18. Monitors and oversees the quantitative and qualitative progress and evaluation process of interns.
19. Schedules, prepares and oversees orientation and presentations for Clinical Service Phase courses in conjunction with the Dean of Chiropractic Clinical Education.
20. Monitors and oversees all student clinical interactions within the Health Center and its spokes to ensure compliance with course requirements in conjunction with the Dean of Chiropractic Clinical Education.
21. Utilizes the Dean of Chiropractic Clinical Education as a resource for student educational components.
22. Oversees and approves community outreach events associated with the Health Center.
23. Oversees the delivery of patient care services in the Health Center and affiliated programs in conjunction with faculty clinicians.
24. Fosters approved Health Center protocols.
25. Schedules, prepares and oversees lectures, demonstrations and workshops on various topics within the context of the Clinical Service Phase courses
26. Encourages community education by participation in health fairs and events to promote awareness. Responsible for managing the marketing activities of the Health Center
27. Maintains professional affiliations and enhances professional development to keep current in the latest health care trends and developments. .
27. Maintain a professional relationship with NYCC alumni and other health care practitioners/providers.

Methods of Accountability:

1. Verbal and written communications with the Executive Director of Health Centers, Health Center faculty, staff and interns as well as other College stakeholders.
2. Compliance with the College's Protocol.
3. Efficient and effective operations of the Health Center.
4. Written feedback from student interns and other College constituents.
5. Annual performance evaluations by the Executive Director of Health Centers.

Mental and Physical Requirements:

1. Effective and professional verbal and written communication skills.
2. Responsible administrative judgment.
3. Professional demeanor.
4. Basic proficiency in PC use and Microsoft Office programs (Word, Excel, PowerPoint, Outlook).
5. Ability to manage stressful situations in a fast-paced, multi-task work environment.
6. Some travel required.

Education, Training and Experience:

1. Master's degree in health care administration or business administration/management preferred.
2. Minimum of five years administrative experience in a clinical setting required.
3. Supervisory management experience; ability to work and guide a team.
4. Strong leadership and analytical skills.
5. Strong interpersonal and communication skills.

Working Environment and Contributions:

1. Clean, ventilated, lighted and temperature-controlled office setting.
2. Safe, professionally equipped and appointed health care facility.
3. Positive, collaborative, professionally supportive and academically stimulating environment.

Equipment and Tools:

1. General office furnishings and equipment.
2. Telecommunications equipment (telephone, fax).
3. PC hardware and software with internet access.
4. Reference materials.

If you are interested in applying for this position; please submit a cover letter, resume and three letters of reference to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: cquill@nycc.edu.