NYCC is an equal opportunity employer.

JOB POSTING
OFFICE OF HUMAN RESOURCES
September 10, 2015

POSITION: Director of Health Center Operations

DEPARTMENT: Health Centers

DIVISION: Academic Affairs

HOURS: Full-Time, Exempt, 35 hours per week, Monday through Friday, 8:30-4:30

Note: as a member of our exempt work force there could be occasions when a commitment beyond the normal workweek may be required.

General Description:

Reporting to the Associate Vice President of Academic Affairs & Institutional Effectiveness, the Director of Health Center Operations is responsible for the overall operations of the Health Centers. The position is a full time appointment requiring service to the College divided among academic excellence, quality patient care and professional leadership in a manner that promotes continuity and equality among faculty, staff and students. This position oversees the day-to-day operations of the Health Centers in a manner that maximizes efficiencies while ensuring the best possible services.

Organizational Relationships:

1. Report to the Associate Vice President of Academic Affairs & Institutional Effectiveness.
2. Responsible for the integration of the Health Centers activities with other Academic Affairs programs and extra divisional departments.
3. Responsible for direct supervision of the Chiefs of Staff and Health Center Administrators.
4. Work closely with the academic Deans to align the activities of the Health Centers.

Specific Duties and Responsibilities:

1. Provide leadership and guidance to NYCC’s Health Center’s.
2. Ensure that the activities of the Health Centers are supportive of NYCC’s mission and programmatic purpose statements.
3. Ensure all activities in the Health Centers, in conjunction with the Deans, Chiefs of Staff and Health Center Administrators are in compliance with accrediting agencies and applicable local, state and federal laws and regulations.
4. Plan, manage and make recommendations regarding overall operations, including but not limited to, human, fiscal and material resources and keeps the Associate Vice President of Academic Affairs & Institutional Effectiveness fully advised on these matters.
5. Develop operational goals and strategies and monitor the action steps and results toward their achievement.
6. Manage all aspects of human resources, including but not limited to, recruitment, training and professional development activities, supervision and evaluation of Health Center faculty and staff in conjunction with the Chiefs of Staff and Health Center Administrators.
7. Oversee and foster community and affiliation relationships to develop new or supplement existing educational and service opportunities within and outside of the Health Centers.

8. Prepare and maintain management reports necessary to carry out functions of the Health Centers.

9. Serve as Co-Chair of the DCP Clinical Council Leadership meetings and oversee the Health Centers quality initiatives.

10. Oversee the Health Center student assignment and appeal processes.

11. Undertake special projects as requested by the Associate Vice President of Academic Affairs & Institutional Effectiveness.

12. Participate in College committees.

13. Engage in ongoing professional development activities.

**Methods of Accountability:**

1. Verbal and written communications with the Associate Vice President of Academic Affairs & Institutional Effectiveness and from faculty, staff, students, and other College stakeholders.

2. Compliance with the College’s Protocols.

3. Annual performance evaluations by the Associate Vice President of Academic Affairs & Institutional Effectiveness.

**Mental and Physical Requirements:**

1. Effective and professional verbal and written communication skills.

2. Responsible administrative judgement.

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.


**Education, Training and Experience:**

1. Supervisory management experience.

2. Strong leadership and training skills.

3. Ability to analyze data and exercise sound decision making.

4. Three to five years of administrative experience required.

5. Bachelor’s degree required.

6. Experience in health care administration, business administration, higher education or related fields preferred.

**NOTE:** Due to the driving/travel requirements, this position is subject to the College’s Motor Vehicle Use Policy and the employee will be required to sign a release upon hire, as well as, annually; so that the College may obtain a Motor Vehicle Report for the personnel file.

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

* Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.

*New York Chiropractic College is an Equal Opportunity employer and does not discriminate against students or employees on the basis of age, race, color, creed, gender, sexual orientation, or handicapping conditions (or any other protected status) in its educational programs, financial aid, activities, admissions and employment practices.*