Director, Bachelor of Science in Health Care Administration Program

Northeast College of Health Sciences, in partnership with the national search firm Scott Healy & Associates, is pleased to announce a search for the Director of the Bachelor of Science in Health Care Administration Program. The new Director will report directly to the Executive Vice President of Academic Affairs. Northeast College of Health Sciences is in the early stages of establishing an online Bachelor of Science in Health Care Administration program and seeking the founding Program Director. This role will afford the successful candidate the opportunity to establish an innovative curriculum, recruit premier faculty, and set the strategic vision for the Health Care Administration program at Northeast College. The College is seeking a candidate who desires an innovative leadership role. As a visionary and entrepreneurial scholar, the ideal candidate will possess the skills and desire to develop and grow the Health Care Administration program.

The Position:
The Director of the Bachelor of Science in Health Care Administration program is a full-time administrative position responsible for educational development, accreditation, assessment, and delivery of the online Health Care Administration program. The Program Director is responsible for development, implementation, and evaluation of curricula, as well as coordination of contemporary resources for student instruction. The Program Director is responsible for maintaining professional standards as identified in accreditation criteria and the profession. In addition to the standard Program Director job description the founding Program Director is responsible for:

- Obtaining initial program accreditation and maintaining professional standards as identified in accreditation criteria and the health care administration profession;
- Developing an online education program of study in accordance with the essentials specified by business and health care administration requirements and accreditation standards;
- Leading the search process to recruit and select high quality faculty and staff;
- Directing the processes that assure program accreditation and ongoing compliance;
- Developing new curriculum, and ongoing revisions, that align with accreditation standards;

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Naples, FL 34114
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- Working closely with Enrollment and Planning, Marketing and Communications, and other stakeholders of the College to ensure all parties are informed about program specifics and facilitate a successful program launch;
- Initializing outreach, development, and maintenance of relationships with industry-related personnel and employers;
- Participating in professional organizations promoting advancement of the health care administration profession.

Responsibilities:

- Provide leadership, guidance, and educational support to the Health Care Administration program;
- Ensure alignment of the program to the Northeast College Mission and the requirements of applicable regional and professional accrediting bodies;
- Perform the administrative functions for Health Care Administration program;
- Provide leadership and academic support for faculty;
- Teach a minimum of two courses per year within the Bachelor of Science in Health Care Administration program;
- Leads the search process to recruit and select high quality faculty and staff;
- Directs the processes that assure program accreditation and ongoing compliance;
- Assures continued compliance of the program with criteria for accreditation of appropriate external accrediting agencies such as New York State Education Department (NYSED), Middle States Commission on Higher Education (MSCHE), and professional accreditation;
- Coordinates with the Director of Educational Effectiveness and Compliance to ensure compliance with accreditation mandates and notification of any substantive changes within the program or any change in accreditation status;
- Coordinates periodic program review, annual reports, and assessment of student learning, in accordance with accreditation standards and College policies;
- Promotes innovative teaching methods and incorporating technology, including electronic resources into curriculum;
- Creates a premier scholarly environment for students and faculty;
- Coordinates the curriculum and course schedules with the Registrar’s Office;
- Provides first-level resolution for program staff and student concerns;
- Coordinates with Information Technology and the Marketing and Communications to monitor and update program specific web page content;
- Maintains required professional credentials, licensing, and continuing education hours, as discipline standard dictates;
- Coordinates outreach with development and maintenance of relationships with industry-related personnel and employers; participates in professional organizations promoting advancement of the health care administration and business professions;
- Evaluates full-time and part-time faculty members, in alignment with the Faculty Handbook, and makes recommendations for renewal of appointments;
• Recommends, develops, implements, and evaluates new program initiatives, as identified by industry demand;
• Coordinates with Marketing and Communications, Enrollment and Planning, and other stakeholders regarding the recruitment of students;
• Oversees the budget for area of supervision and monitors expenses throughout the academic year;
• Develops and implements a three year strategic plan based on program evaluation results or other relevant assessment data.

Qualifications:
Successful applicants will display strong leadership, organization, budget development, communication, technology literacy, interpersonal ability, time management and self-motivation. In addition, successful candidates will demonstrate evidence of working successfully with diverse populations and meet the following:

• Minimum of a master’s degree in business or a closely related business discipline required. Doctorate in education, business or a closely related discipline preferred;
• Demonstrates proficiency in teaching students and managing faculty in a fully online environment;
• A minimum of three years of full-time higher education administration experience in a related discipline required;
• Proficient in online curriculum design, evaluation, instruction, program administration and academic advising;
• Experience with accreditation including, but not limited to, writing self-studies, site visits, peer evaluator for nationally recognized agencies;
• Experience with data collection and analysis with a commitment to continuous improvement of processes, programs, and services;
• Possess the ability to work well and communicate effectively with prospective and current students, staff, faculty, administration, and colleagues and community partners in large and small settings;
• Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, and ethnic backgrounds of college students, faculty, and staff and a commitment to a student-centered environment.

About Northeast College of Health Sciences:
Northeast College of Health Sciences, formerly New York Chiropractic College, is situated in the Finger Lakes region of New York State and is nestled on a 286-acre site next to Cayuga Lake. While initially a school of chiropractic, Northeast has expanded to a multi-program institution offering additional degrees in response to demands in healthcare education.

Building upon our College’s historic foundation, in 2018 Northeast College of Health Sciences launched a new and aggressive strategic plan focusing on five priority areas that form the core of our institutional strategic actions.
1. New avenues of growth
2. Community and partner engagement
3. Campus infrastructure enhancement
4. Integrated brand marketing
5. Strategic enrollment management

As a result, Northeast has undergone focused, systematic change to enhance our institution, our campus community, and our program offerings. Although delayed by the pandemic, our strategic vision to incorporate interprofessional education with purpose throughout the Northeast College experience and add new programs to our institutional portfolio is well underway. We now find ourselves at a pivotal time in the College’s history where our strategic initiatives have taken root, and the campus community is excited to embrace the changes that will propel Northeast forward into a dynamic health science institution.

Northeast promotes an environment of academic excellence that leads to the development of future professionals who understand how to be leaders within their chosen discipline. Northeast has developed four core competencies that have helped shape our reputation and support progress towards our Mission, Vision, and Values:

- Rigorous academics based on the continuous improvement model
- Innovative clinical education models
- Strong student support mechanisms
- Responsive program development

**Northeast College Mission:**
Northeast College of Health Sciences is committed to academic excellence, leadership, and professional best practices.

**Northeast College Vision:**
Northeast College of Health Sciences will be recognized as a leading institution for the education and training of natural healthcare professionals and academicians who embrace interprofessional collaboration.

**About the Seneca Falls, New York Community:**
Northeast College of Health Sciences is situated on a spectacular lakeside location and surrounded by over 80 miles of scenic byways — perfect for running, cycling, or a relaxing drive. Apart from simply the ability to study, work and live in one of the most beautiful parts of the country, there is much to do in the Finger Lakes region of New York.

Every year, people flock to the Finger Lakes region, visiting for its many wineries, breweries, summer, and winter recreation, or merely to breathe in the scenic views, and there are many others who call this region our home. Year-round, no matter the season, there is always
Seneca Falls is often referred to as the Gateway to the Finger Lakes. Our town is conveniently situated between the cities of Rochester and Syracuse, NY. A beautiful and historic town, Seneca Falls is widely believed to be the inspiration for Frank Capra’s holiday classic, “It’s A Wonderful Life”. Come and visit the village and locations that inspired Mr. Capra in his visits to Seneca Falls in the early 1900’s.

Seneca Falls gained its reputation for social and religious reform in the mid-19th century as residents supported the Underground Railroad and women’s suffrage. The Seneca Falls Convention was the first women’s rights convention in the United States. Held in July 1848 in Seneca Falls, New York, the meeting launched the women’s suffrage movement, which more than seven decades later ensured women the right to vote. Several historic landmarks and museums tell the story of Seneca Falls’ history of progress and freedom, including the Elizabeth Cady Stanton House, Seneca Museum of Waterways and Industry, and the Women’s Rights National Historic Park, to name a few.

**Application Process:**
All correspondence about the Director of the Bachelor of Science in Health Care Administration Program search at Northeast College of Health Sciences should be directed to the College’s executive recruiting consultant. Please submit all applications and nominations electronically to:

**Christopher S. Healy**  
Vice President  
Scott Healy & Associates  
chris@scotthealy.com

Complete applications should include the following:
1. Cover Letter outlining your interest and qualifications for the position;
2. Updated CV outlining your career in in higher education in health-related areas;
3. List of five (5) professional references including name, title, contact information and relationship to you; and
4. A statement about how you will integrate diversity, equity, and inclusion into the program (this may be included in your cover letter).

Applications received by **January 7, 2022**, will receive priority consideration. The position will remain open until filled.

*Northeast College of Health Sciences 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.*