JOB POSTING
OFFICE OF HUMAN RESOURCES
July 13, 2021

POSITION: Director, Bachelor of Science in Health Care Administration Program

DEPARTMENT: Academic Affairs

DIVISION: Academic Affairs

STATUS: Full time, exempt, Monday through Friday, 8:30 a.m. to 4:30 p.m.

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

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. We are 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.

In addition to the standard Program Director job description the founding Program Director is responsible for:

- Obtains initial program accreditation and maintaining professional standards as identified in accreditation criteria and the health care administration profession.
- Develops an online education program of study in accordance with the essentials specified by business and health care administration requirements and accreditation standards.
- Leads the search process to recruit and select high quality faculty and staff.
- Directs the processes that assure program accreditation and ongoing compliance.
- Develops new curriculum, and ongoing revisions, that align with accreditation standards.
- Works 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.
- Responsible for initial outreach, development, and maintenance of relationships with industry-related personnel and employers; participates in professional organizations promoting advancement of the health care administration profession.

General Description:
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.

Function:
1. Provide leadership, guidance, and educational support to the Health Care Administration program.
2. Ensure alignment of the program to the Northeast College Mission and the requirements of applicable regional and professional accrediting bodies.
3. Perform the administrative functions for Health Care Administration program.
4. Provide leadership and academic support for faculty.
5. Teach a minimum of two courses per year within the Bachelor of Science in Health Care Administration program.
Specific Administrative Duties and Responsibilities:

1. Leads the search process to recruit and select high quality faculty and staff.
2. Directs the processes that assure program accreditation and ongoing compliance.
3. 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.
4. 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.
5. Coordinates periodic program review, annual reports, and assessment of student learning, in accordance with accreditation standards and College policies.
6. Promotes innovative teaching methods and incorporating technology, including electronic resources into curriculum.
7. Creates a premier scholarly environment for students and faculty.
8. Coordinates the curriculum and course schedules with the Registrar’s Office.
9. Provides first-level resolution for program staff and student concerns.
10. Coordinates with Information Technology and the Marketing and Communications to monitor and update program-specific web page content.
11. Maintains required professional credentials, licensing, and continuing education hours, as discipline standard dictates.
12. 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.
13. Evaluates full-time and part-time faculty members, in alignment with the Faculty Handbook, and makes recommendations for renewal of appointments.
14. Recommends, develops, implements, and evaluates new program initiatives, as identified by industry demand.
15. Coordinates with Marketing and Communications, Enrollment and Planning, and other stakeholders regarding the recruitment of students.
16. Oversees the budget for area of supervision and monitors expenses throughout the academic year.
17. Develops and implements a three year strategic plan based on program evaluation results or other relevant assessment data.
18. Participates in a reasonable number of College activities and committees.
19. Performs other duties, as assigned.

Methods of Accountability:

1. Written and oral reports to Executive Vice President of Academic Affairs (EVPAA).
2. Submission of annual program report to the EVPAA.
3. Faculty, student and alumni satisfaction with their experience in the program.
4. Yearly evaluation by the EVPAA.

Education, Training and Experience:

1. 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.
2. Demonstrates proficiency in teaching students and managing faculty in a fully online environment.
3. A minimum of three years of full-time higher education administration experience in a related discipline required.
4. Proficient in online curriculum design, evaluation, instruction, program administration and academic advising.
5. Experience with accreditation including, but not limited to, writing self-studies, site visits, peer evaluator for nationally recognized agencies.
6. Experience with data collection and analysis with a commitment to continuous improvement of processes, programs, and services.
7. 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.
8. 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.
If you are interested in applying for this position; please submit a cover letter of interest, 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: humanresources@nycc.edu

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

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.