JOB POSTING  
OFFICE OF HUMAN RESOURCES  
July 20, 2021

POSITION:  Health Center Administrator  
DEPARTMENT:  Levittown Health Center  
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.

General Description:
Reporting to the Dean of Clinical Education, the Health Center Administrator is responsible for the overall operations of the health center. The position of Health Center Administrator is a full-time appointment requiring service per week to the College divided among academic excellence, leadership, and professional best practices in a manner that promotes continuity and equality among faculty, staff, and students.

Organizational Relationships:
1. Reports to the Dean of Clinical Education.
2. Provides direct supervision of the chiropractic faculty and staff members of the health center.
3. Works closely with the Dean to align the activities of the health center.
4. Collaborates with the Director of Clinical Operations regarding the operational components of the health center.
5. Works with members of the College faculty, staff, administration, students, and outside stakeholders as required.

Specific Duties and Responsibilities:
1. Oversees day-to-day operations of the health center. Works collaboratively with the Director of Clinical Operations and Director of Facilities regarding operational initiatives and projects.
2. Provides oversight of all chiropractic student educational experiences per the syllabi and course requirements.
3. Participates in leadership meetings and facilitates regular health center meetings.
4. Oversees the delivery of patient care services within the health center.
5. Provides feedback regarding quality assurance, compliance, strategic planning and program assessment, and evaluation initiatives.
6. Encourages and supports community education and marketing events to promote awareness and growth of the health center.
7. Collaborates with the Dean of Clinical Education and Director of Clinical Operations regarding the assessment, management, and recommendations of human, fiscal, and material resources within the health center.
8. Oversees compliance initiative and acts as on-site compliance officer as needed.
9. Promotes and enforces the policies and procedures of the health center and College.
10. Participates in professional leadership activities.
11. Maintains a professional relationship with NYCC stakeholders and other health care providers.

Methods of Accountability:
1. Verbal and written communications with the Dean of Clinical Education, Director of Clinical Operations, health center faculty, staff, and chiropractic students, as well as other College stakeholders.
2. Compliance with the College’s policies.
3. Efficient and effective operations of the health center.
4. Written feedback from chiropractic students and other College constituents.
5. Annual performance evaluations by the Dean of Clinical Education.

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

**Education, Training and Experience:**
1. Master’s degree in health care administration or business administration/management preferred.
2. Administrative experience in a clinical setting preferred.
3. Supervisory management experience, ability to work and guide a team.
4. Strong leadership and analytical skills.
5. Strong interpersonal and communication skills.

**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 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._