



NATIONAL AMERICAN UNIVERSITY

POSITION DESCRIPTION

Colorado Springs
5125 N. Academy Blvd
Colorado Springs, CO 80918

- I. POSITION TITLE:** Allied Health Program Coordinator
- II. EMPLOYEE CLASSIFICATION:** Professional
- III. JOB CLASSIFICATION:** Exempt
- IV. ACCOUNTABLE/REPORTS TO:** Academic Dean
- V. POSITIONS REPORTING TO THIS POSITION:** Allied Health Faculty
- VI. DUTY HOURS:** The basic work week shall be 40 hours plus such additional time as is necessary to accomplish the basic function/purpose.
- VII. MINIMUM REQUIREMENTS:**
- EDUCATION:** Bachelor's degree required; master's degree preferred in academic area. Must hold a current CMA® (AAMA) or an RMA (AMT) designation.
- EXPERIENCE:** Three year's work experience in an allied health role required. Postsecondary and/or vocational/technical teaching experience highly desirable.
- PHYSICAL:** Occasionally must exert force to lift and/or move objects up to 20-40 lbs.
- SKILLS EXPECTATIONS:** Management and leadership skills; organizational and research skills; strong interpersonal and communication skills; scheduling and budgeting skills.
- VIII. BASIC FUNCTION/PURPOSE OF THE POSITION:** The program chairperson reports to the campus academic dean on matters relating to class scheduling, instructor qualifications, recommendations for hiring and/or termination, capital equipment purchases, instructional equipment and software purchases, textbook selection, program assessment, program revisions, and other matters as assigned by the academic dean in support of the mission of the university as defined by the university president and the board of governors.
- IX. DUTIES/RESPONSIBILITIES/EXPECTATIONS OF THE POSITION:**
- *A. Budgets
1. Fiscal responsibility for developing and monitoring program budget.
 2. Make recommendations regarding equipment and software purchases and equipment maintenance contracts.

*B. Administration

1. Serve on Curriculum Council Committee and ad hoc committees.
2. Attend and participate in faculty meetings.
3. Participate in accreditation reviews and reports.
4. Coordinate program accreditation activities and self-study.
5. Develop programs and revise curricular offerings.
6. Develop and work with program advisory committees.
7. Assist in publicizing and dissemination of information about the program.
8. Work with admissions in recruiting students.
9. Coordinate program development with branch campuses.
10. Coordinate program review with the academic dean.
11. Coordinate program agreements with outside entities.
12. Attend and participate in program coordinator meetings.

***C. Advising**

1. Serve as the primary advisor for the department.
2. Assist students with course scheduling and provide guidance in their academic and personal development.
3. Approve student requests for internships, externships and cooperative education.
4. Assign faculty coordinator for oversight of internships, externships and cooperative education.
5. Approve requests for course substitutions.
6. Review and submit to academic dean all requests for approval of independent studies.
7. Serve as primary allied health program advisor at orientations.

***D. Curricula**

1. Assure that department master syllabi using behavioral objectives are up-to-date.
2. Submit changes in master syllabi to Curriculum Council.
3. Order faculty copies of textbooks as needed for program faculty; assure that all faculty have access to the most current textbooks and ancillary material.
4. Develop projected course offerings for the program on a quarterly basis.
5. Schedule courses and teachers, ensuring appropriate faculty loads.
6. Coordinate classroom utilization with academic schedules.
7. Recommend textbooks and related instructional materials for his/her program to the Curriculum Council.
8. Recommends methods for measuring student attainment of program competencies and outcomes to system assessment director.

***E. Teaching Load**

1. Responsible for teaching a minimum of two classes each quarter.

***F. Other duties as assigned by the associate director or academic dean.**

X. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING:

- A. Academic dean
- B. Academic staff
- C. Assessment director
- D. Program Assessment Committee
- E. Chairs of other divisions within the university

- F. Vice presidents and deans of branch campuses
- G. Administration, faculty, staff and students of the university
- H. Business people, clients, and customers

XI. LIMITS OF AUTHORITY: As defined by the policies, procedures and practices of the university and/or the university president.

National American University reserves the right to alter this position's job description/job duties to meet the needs and goals of the organization.

*Denotes essential elements of the position.

Interested persons should complete a university application (www.national.edu) and send a letter of interest with a detailed resume to Audrey DeRubis at the address above.