



# NATIONAL AMERICAN UNIVERSITY

## POSITION DESCRIPTION

System-wide

To apply, submit an employment application ([click here for application](#)), resume, and letter of interest to: Campus Executive Officer  
4775 Indian School Road NE, Suite 200, Albuquerque, NM 87110

- I. **POSITION TITLE:** Clinical Laboratory Technician and Clinical Laboratory Services Program Coordinator
- II. **EMPLOYEE CLASSIFICATION:** Professional
- III. **JOB CLASSIFICATION:** Exempt
- IV. **ACCOUNTABLE/REPORTS TO:** Campus Academic Dean
- V. **POSITIONS REPORTING TO THIS POSITION:** None
- VI. **DUTY HOURS:** The basic work week shall be 40 hours per week. Additional time as is necessary to accomplish the basic function/purpose.
- VII. **MINIMUM REQUIREMENTS:**

**EDUCATION:** Bachelor's degree in medical technology with MT (ASCP) or CLS (NCA) certification and master's degree in a related field, doctorate preferred.

**EXPERIENCE:** Five or more years of professional experience as a clinical laboratory scientist/medical technologist, at least three years of documented successful experience in clinical laboratory science education, and involvement in research and/or programs to improve pedagogical and andragogical skills. Previous online teaching and/or medical laboratory technician or medical technology program administration experience a plus.

**PHYSICAL:** Sight, hearing, speaking, finger and manual dexterity, reaching, bending, ability to sit for long periods of time and occasionally exert force to lift and/or move objects up to 20 lbs.

**SKILLS EXPECTATIONS:** Skills in teaching, classroom management, performance-based curriculum design, assessment, and program evaluation; management and leadership skills, including planning, organizing, leading and controlling; interpersonal and communication skills; skills in initiating and managing change; problem-solving and critical thinking skills; and, an ongoing interest in and involvement with relevant local, regional and national professional organizations.

### VIII. BASIC FUNCTION/PURPOSE OF THE POSITION:

The Clinical Laboratory Technician and Clinical Laboratory Services Program Coordinator is

responsible for the organization, administration, ongoing review, planning, development, evaluation and general effectiveness of the program, participation in budget preparation, and maintenance of NAACLS accreditation of the program in support of the mission of the university as defined by the university president and the board of directors.

## **IX. DUTIES/RESPONSIBILITIES/EXPECTATIONS OF THE POSITION:**

- \* A. Program Administration
  1. Serve on program assessment committees and ad hoc committees.
  2. Attend and participate in faculty meetings.
  3. Participate in regional accreditation reviews and reports.
  4. Coordinate program accreditation activities and the self-study at the campus in cooperation with the system program chair.
  5. Develop and work with the program advisory committees for the medical laboratory technician and medical technology programs.
  6. Assist in publicizing and disseminating information about the program.
  7. Work with admissions in recruiting students.
  8. Participate in program reviews with the system program chair.
  9. Identify, assess learning opportunities, select, and approve suitable externship sites.
  10. Coordinate program agreements with outside entities.
  11. Direct student internships, including site orientation for students and internship supervisors, site visits, and evaluation of student learning and performance in collaboration with internship site supervisors.
  12. Order faculty copies of textbooks as needed for program faculty, and assure that all instructors have access to the most current textbooks and instructional support materials.
  13. Develop projected course offerings for the program on a quarterly basis.
  14. Schedule courses and instructors, ensuring appropriate faculty loads, in cooperation with the academic dean.
  15. Lead or assist in other special projects.
  
- \* B. Program Curriculum
  1. Make recommendations for proposed changes to program status sheets or master syllabi to the faculty program assessment committee.
  2. Recommend textbooks and related instructional materials to the faculty program assessment committee.
  3. Recommend methods for measuring student attainment of program competencies and learning outcomes to the faculty program assessment committee.
  
- \* C. Advising
  1. Serve as the primary advisor for the program.
  2. Assist students with course scheduling and provide guidance in their academic and personal development.
  3. Approve student requests for internships.
  4. Review and submit to the academic dean all requests for approval of independent studies.
  
- \* D. Teaching Load
  1. Teach one to two courses per quarter.

- \* E. Budgets
  - 1. Develop and monitor the program budget.
  - 2. Make recommendations regarding equipment, professional development, subscriptions, books and references, and software purchases.
- F. Perform other duties as assigned.

**X. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING:**

- A. Campus Academic Dean
- B. Associate Provost/System Vice President for Curriculum & Instruction
- C. Campus Executive
- D. Campus faculty, staff and students.
- E. System Director of Curriculum and staff
- F. Program Assessment Committee
- G. Other administrators, 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 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.