



# 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  
13801 Burnet Road, Austin, TX 78727

- I. **POSITION TITLE:** Cardiovascular Technology Program Coordinator
- II. **EMPLOYMENT CLASSIFICATION:** Professional
- III. **JOB CLASSIFICATION:** Exempt
- IV. **ACCOUNTABLE/REPORTS TO:** Academic Dean (operating authority) and System Program Chair (system policy and procedure authority)
- V. **POSITION(S) REPORTING TO THIS POSITION:** Faculty and support staff
- 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:** Minimum bachelor's degree and registered in at least one of the cardiovascular specialties for which s/he will assume a primary teaching role. Master's degree preferred.
  - EXPERIENCE:** Three or more years of professional experience as a cardiovascular technologist, documented successful higher education teaching experience in the areas of assigned teaching responsibilities, and instruction in educational theory or techniques and curriculum design.
  - PHYSICAL:** Occasionally must exert force to lift and/or move objects up to 20-40 lbs.
  - SKILLS EXPECTATIONS:** Strong instructional skills; strong management and leadership skills; strong interpersonal and communication skills; organizational and research skills; scheduling and budgeting skills; and an ongoing interest in and involvement with relevant local, regional, and national professional organizations.
- VIII. **BASIC FUNCTION/PURPOSE OF THE POSITION:** The cardiovascular technology program coordinator is a member of the campus administrative staff selected by the campus academic dean. The program coordinator assures achievement of the program's goals and outcomes, and is responsible for all aspects of the program, including the organization, administration, continuous review, planning, development, general effectiveness of the program, and achievement and maintenance of program accreditation. The program coordinator also provides supervision, administration, and coordination of the instructional staff in the academic and clinical phases of the educational program, and completes assigned duties in a manner that serves the best interest of

students, and maintains the highest standard of academic integrity; all 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. Administration**

1. Serve on the program's faculty assessment committee and ad hoc committees.
2. Attend and participate in faculty meetings.
3. Participate in regional accreditation reviews and reports, as requested.
4. Coordinate program accreditation activities and self-study.
5. Develop the cardiovascular technology program to meet program accreditation requirements and make recommendations to revise curricular offerings.
6. Develop and work with the local program advisory committee in conjunction with the system program chair to ensure that the curriculum meet currently acceptable performance standards.
7. Assist in the publicizing and dissemination of information about the program.
8. Work with admissions staff in recruiting students.
9. Assist the system program chair with scheduled program review activities.
10. Hire, train, and appraise qualified program faculty.
11. Assist with the quarterly academic awards/honors program, as requested.
12. Participate in campus graduation ceremonies.
13. Monitor and report compliance with university academic policies and procedures, as requested by the regional vice president of academic and learner services.
14. Maintain professional standards and ethics.

### **\* B. Advising**

1. Serve as the primary advisor for the cardiovascular technology program at orientation sessions and quarterly registration periods.
2. Assist students with course scheduling and provide guidance in their academic and personal development.
3. Review and submit to the academic dean all requests for approval of independent studies, prerequisite waivers, and course substitutions.
4. Sustain the highest percentage of student retention possible by maintaining student/faculty contact and addressing problems and concerns in assigned areas.

### **\* C. Curricula**

1. Work with the faculty assessment committee to assure that the program missions, goals, students learning outcomes, status sheet, and master syllabi are current and comply with accreditation requirements.
2. Submit recommendations for textbooks and related instructional materials to the faculty assessment committee for review.
3. Order faculty copies of textbooks for program faculty, if requested, to ensure that all instructors have access to the most current textbooks and instructional materials.
4. Provide projected course offerings for the program to the academic dean on a quarterly basis.
5. Schedule courses and instructors on a quarterly basis while ensuring appropriate faculty loads and classroom utilization.

6. Recommend methods for measuring student attainment of student learning outcomes to the system assessment coordinator.

\* D. Budgets

1. Assist in the development of the program operating budget and monitor expenditures on a monthly basis.
2. Work with the system program chair to make recommendations regarding capital equipment and software purchases.

\* E. Clinical Site Coordination

1. Select and approve appropriate clinical sites.
2. Coordinate program agreements with outside entities.
3. Provide orientation for the on-site supervisors.
4. Approve student requests for clinical experiences.
5. Oversee clinical experiences, including site orientation, site visits, on-site assessment of student experiences, and evaluation of the quality of learning opportunities.
6. Visit clinical sites at least once per quarter where students are placed.

\* F. Teaching

1. Develop instructional plans and assist students in achieving the theory and performance requirements of the program.
2. Evaluate student performance with sufficient frequency to provide timely and valid feedback to both students and the instructors.
3. Maintain grade books in sufficient detail to document clearly learning progress and achievement.
4. Teach no more than two classes each quarter with consideration given to contact hours, independent studies, new course preps, and assigned administrative activities.

**X. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING:** Academic dean; campus executive officer; campus faculty and staff; system program chair; system assessment coordinator; program assessment and curriculum committee; university administration, faculty, staff, and students; and business people, clients, and customers.

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

\*Denotes essential elements of the position.