To apply, submit an employment application (click here for application), resume, and letter of interest to: Associate VP Academics/International Relations

5301 S Highway 16
Rapid City, SD 57701

PHLEBOTOMY PROGRAM COORDINATOR
Position Description

Summary
The Phlebotomy Program Coordinator has primary responsibility and authority to administer the Phlebotomy program. This position will be responsible for the initial startup of the program, and all matters relating to teaching, advising, utilizing required curriculum, program revisions, clinical site management, textbook selection (if applicable), and pass rates on state examinations in accordance with the mission, core values, and purposes of the university.

Minimum Qualifications
Phlebotomy Program Coordinator must satisfy the following minimum qualifications:
1. Licensed phlebotomist with a minimum of an Associate’s Degree or Nursing Degree.
2. A minimum of two years of experience as a phlebotomist.
3. Compliant with all federal, state and local regulations, including licensing requirements as required by the discipline.
4. Experience in a training or educational setting.

Skills and Attributes
The Phlebotomy Program Coordinator must possess the following skills and attributes: management and leadership skills; organizational skills; strong interpersonal and communication skills.

Essential Functions
The Phlebotomy Program Coordinator performs the following essential functions:
1. Develop curriculum and ensure curriculum meets state and federal requirements as needed.
2. Build recruitment plan to drive program enrollment to achieve the goals of the Division.
3. Recruits, interviews and recommends qualified persons for open positions.
4. Arranges for coverage of classes during own absences and emergency leave.
5. Promotes rapport within the campus and the community.
6. Oversees administration of the Phlebotomy program.
7. Develop marketing materials appropriate to subject matter in conjunction with the marketing director.
8. Evaluates annually phlebotomy instructional staff.
9. Conducts studies of completed training by creating, monitoring, analyzing and reporting metrics to evaluate and track results.
10. Makes recommendations regarding equipment and software purchases and equipment maintenance contracts.
11. Prepares an annual budget proposal in consultation with program staff.
12. Participates in professional organizations, as appropriate.
13. Promotes development of students and faculty.
14. Researches new programs as requested.
15. Performs other duties as assigned.

**Required Work Hours**
A minimum of forty hours per week, plus other hours as may be necessary to complete job duties. A combination of day, evening, and weekend hours is required.

**Reporting and Supervisory Responsibilities:** The Phlebotomy Program Coordinator reports to the Director of Allied Health Training & Development.

**Physical Requirements**
The Phlebotomy Program Coordinator must be able to speak, hear, see, write, type, dial, reach, and bend. This position also requires the ability to lift, carry, push, and pull up to 40 pounds.

**Travel**
Periodic travel, including airline travel and overnight stays, is required.

**Classification**
1. FLSA: Exempt
2. IPEDS: Instruction

*Note:* This position description does not list every activity, duty, and responsibility of the position and may be altered by the university at any time.

I have read and understand the foregoing position description, and I acknowledge and accept the responsibilities of the Phlebotomy Program Coordinator.

________________________________________  __________________________
Signature                                      Date

________________________________________
Print Name