



WESTERN COLORADO COMMUNITY COLLEGE
Announcement of Position Vacancy
PROGRAM DIRECTOR – MEDICAL OFFICE ASSISTANT
DEADLINE EXTENDED

SUMMARY: Reporting to the Director of Instruction, the Program Director directs and coordinates the activities of the medical office assistant program at Western Colorado Community College. The program director is responsible for budget planning, coordination, scheduling and recruitment, and supervision of faculty in the programs, both at the Grand Junction and Montrose campuses, as well as teaching, advising, and evaluating. The Director must maintain a positive working relationship with college administration and staff, faculty, students, and health care agency personnel to support the role and mission of the programs. The position requires the application of sound management skills, interpersonal skills, decision making, and judgment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

1. Teaching, advising and evaluating in department instructional program
2. Develops curriculum proposals for Medical Office Assistant-program
3. Identifies resources (personnel, space and physical) for implementation of programs
4. Develops and manages budget of programs; contributes to departmental budget planning and budget decisions
5. Coordinates the development, evaluation and revision for student admission, progression, and retention and graduation policies within the policies of the program and department
6. Plans theoretical instruction and clinical or laboratory experiences in the program
7. Develops and maintains the program relationship with the department administration, acting as liaison with other programs within the department
8. Develops and maintains an environment conducive to the teaching/learning process
9. Demonstrates leadership within the faculty for the development, implementation and evaluation of the curriculum and other program components
10. Develops and coordinates the use of educational facilities and clinical resources
11. Develops and maintains ongoing relationships within the community, fostering the program's responsiveness to community/employer needs
12. Recruits faculty for employment, and assists with classroom and clinical performance review of faculty
13. Identifies and advocates for services needed by students in the program
14. Participates in academic advising and guidance of the students
15. Participate in activities that facilitate the Program Director's professional expertise in the areas of administration, teaching and maintenance of clinical competence
16. Supervise faculty, work-study students and student assistants

REQUIRED EDUCATION & EXPERIENCE: Must have a minimum of a Bachelor's degree (Master's degree preferred) from an accredited institution and at least five years clinical experience as a Medical Office Assistant, Medical Technician, or Medical Technologist. Documented knowledge and skills related to the teaching of adults and teaching methodology as well as curriculum development and evaluation required. Candidate must be willing travel between Grand Junction and Montrose campuses.

Colorado Mesa University is particularly interested in candidates who have experience working with students from diverse backgrounds and who have a demonstrated commitment to improving the levels of access and success for underrepresented students within higher education.

TYPE OF APPOINTMENT: Full-time administrative appointment.

SALARY: Commensurate with education and experience. Excellent health and retirement benefits package.

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications must be received by July 6, 2015.

APPLICATION:

Submit a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position, current resume, a copy of transcripts for all degrees completed (official transcripts will be required upon hire), the names, phone numbers and e-mail addresses of three professional references, and the following completed forms:

- [Applicant Authorization to permit Search Committee members to review candidate transcript](#)
- [Applicant Authorization and Release to Conduct Reference and Background Check form](#)
- [Voluntary Affirmative Action form](#)

Mail to:

Program Director – MOA Search Committee
Human Resources, LHH 237
Colorado Mesa University
1100 North Avenue
Grand Junction, Colorado 81501-3122

Direct inquiries to Debbie Balmer at 970-255-2603.

Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.

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