



ALABAMA COMMUNITY COLLEGE SYSTEM

Now Accepting Applications for
**ASSISTANT DIRECTOR OF
HEALTH PROGRAMS**



**For consideration, application materials must be received by
August 26, 2020 at 3:00 p.m. CST.**

POSITION SUMMARY

The Assistant Director of Health Programs is responsible for working in conjunction with the Director of Health Programs to provide vision, leadership, and technical assistance to instructional officers and health care professionals in the Alabama Community College System. The Assistant Director will assist with the planning, implementation, and evaluation of the health care education programs in the System.



PRIMARY RESPONSIBILITIES

- ❖ Assist with the coordination, review, and writing of curriculum updates specific to nursing and allied health programs.
- ❖ Assist in handling student complaints within health program.
- ❖ Assist in the development, implementation, and evaluation of health program initiatives in the System.
- ❖ Assist colleges with degree and certificate level health professions programs.
- ❖ Develop professional development opportunities for health professions program directors, faculty, and staff.
- ❖ Assist health professions program directors regarding accreditation matters.
- ❖ Maintain the health programs' academic inventory.
- ❖ Serve as point of contact for the College-based public ventilator program in conjunction with the Alabama Department of Public Health Center for Emergency Operations.
- ❖ Conduct on-site monitoring of health professions instructional programs, as required, to ensure compliance with safety policies, regulations, and sound operating policies.

SECONDARY RESPONSIBILITIES

- ❖ Assist the Director of Health Programs in developing reports, publications, and other forms of communicate concerning current trends in health professions education.

- ❖ Interpret and synthesize research data relating to postsecondary health professions education and writing summaries and reports from this data.
- ❖ Represent, as assigned, the System office at meetings of various groups and organizations to ensure compliance.
- ❖ Perform other duties as assigned.



QUALIFICATIONS

- ❖ Bachelor's degree in a health-related area from a regionally accredited institution.
- ❖ Five years of directly related administrative experience at a significant level with outstanding leadership, managerial, and communication skills.
- ❖ Thorough understanding of the changes currently affecting health care systems.
- ❖ Evidence of excellence in college teaching and in academic leadership.
- ❖ Excellent interpersonal and management skills and a history of being able to facilitate, motivate, and influence others.
- ❖ Demonstrated leadership at the state or national level in professional organizations.
- ❖ Ability to interpret and synthesize research data relating to postsecondary health professions education.
- ❖ Ability to communicate effectively both orally and in writing.
- ❖ Ability to plan and organize work and activities logically, effectively, and efficiently.
- ❖ Knowledge of and commitment to the mission and objective of post-secondary education.
- ❖ Demonstrated ability to successfully lead groups and to build consensus.

PREFERRED

- ❖ Documented community college experience preferred.

Application Procedure:

Applicants must submit a current résumé, a completed System application form (available online at www.accs.edu), a letter of interest describing qualifications, a separate list of three professional references with contact information, and a copy of unofficial transcripts indicating degree and date conferred. Applications will be accepted by mail, hand delivery or email only (charlene.finkelstein@accs.edu). **INCOMPLETE APPLICATION PACKETS WILL BE DISQUALIFIED. PLEASE DO NOT STAPLE DOCUMENTS.**

Complete application packets must be received no later than 3:00 p.m. CST on August 26, 2020. For additional information contact Nikita Payne at 334-293-4603 or nikita.payne@accs.edu or Charlene Finkelstein at 334-293-4628 or charlene.finkelstein@accs.edu.

Please mail applications to:

Ms. Charlene Finkelstein
Alabama Community College System
Human Resources Dept.
P. O. Box 302130
Montgomery, AL 36130-2130

(Application materials may be delivered in person at 135 S. Union Street).

Salary range is \$63,290 - \$97,844 dependent upon qualifications and experience. This position will be based in Montgomery, Alabama.

The Alabama Community College System is an equal opportunity employer. It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Any offer of employment is contingent upon a satisfactory criminal background investigation. This employer participates in E-Verify.