

CLASSIFICATION SPECIFICATION

Senior Administrative Coordinator for Allied Health

FT/PT Class Code: 4049, 4549 Pay Grade: B/C 11 FLSA: Non-Exempt Rev. 07/01/14

SUMMARY STATEMENT: An incumbent is responsible for providing comprehensive administrative support and department-wide coordination to an Instructional Director, Department Chairs, Coordinators, faculty and staff of the allied health technology programs, the Science Department and the Dental Health Center (Allied Health/Science Department) in the areas of: personnel, student affairs, budget, community relations, accreditation, and standards of regulatory agencies.

NATURE AND SCOPE:

An incumbent reports to the Department Chair of Allied Health/Science and may supervise subordinates. An incumbent is responsible for coordinating allied health/science programs which must meet federal, State, or other regulations and rules. An incumbent serves in a liaison capacity between the supervisor and faculty, the public, and/or other departments within the College.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Provides comprehensive administrative support in the areas of personnel, student affairs, budget, community relations, accreditation, and standards of regulatory agencies. Acts as liaison between supervisor and faculty, other departments, students, and the public.
2. Analyzes clinical agreements and works with department leadership to ensure that they are current, meet programmatic accreditation requirements, and are reviewed by the Legal Affairs Department. Collects and analyzes data regarding competitive admissions, curriculum changes, and individual program accreditation requirements.
3. Conducts surveys and feasibility studies for new and existing programs, e.g., equipment and supplies costs, personnel requirements, curricula, student recruitment, employment opportunities.
4. Reviews course outlines to maintain accurate program information and student records. Verifies graduation applications for supervisor's certification.
5. Assists with advisement for allied health pool students and provides advisement support to the Advisement Center counselors in matters of complex allied health processes.
6. Prepares employment contracts and advises adjunct faculty and part-time Dental Health Center staff about personnel policies and instructional division procedures. Coordinates hiring of off-campus part-time faculty for the Christiana Care Health System.
7. Composes publications, manuals, presentations, annual competitive admissions process documents, student information and compliance sheets, etc.

PRINCIPAL ACCOUNTABILITIES, cont'd:

8. Coordinates health career recruitment and educational events (i.e. high school speakers, career fairs, etc.) in conjunction with the College Marketing department. Works with Marketing to ensure that Allied Health web site content is current and accurate.
9. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of supervisory and administrative principles and procedures.
- ◇ Knowledge of principles and practices of funding, payroll, personnel, and purchasing.
- ◇ Knowledge of State and federal regulations relating to allied health programs.
- ◇ Skill in communications and interpersonal interactions.
- ◇ Skill in maintaining organized files and documents.
- ◇ Ability to understand medical terminology
- ◇ Ability to compile and analyze data.
- ◇ Ability to prioritize and meet critical deadlines.
- ◇ Ability to use spreadsheet, word processing and database software packages.
- ◇ Excellent interpersonal, communication, decision making, critical thinking, and organizational skills.

MINIMUM QUALIFICATIONS:

- ◇ Associate's degree in a relevant field and four (4) years of relevant experience; or other equivalent combination of education and experience.