POSITION: Healthcare Program Manager- Corporate & Continuing Education Division

STARTING SALARY: Actual starting salary will be commensurate with experience.

Position# 021165 (ClassUB04/Slot0004/Band00)

MINIMUM TRAINING AND EXPERIENCE: Bachelor’s degree in a related field and a minimum of three (3) years of responsible education or training-related experience, or an associate’s degree and a minimum of five (5) years of responsible education or training-related experience. Minimum of three (3) years of supervisory experience, including experience planning resources and managing budgets. Experience in healthcare and current EMT or Paramedic credentials preferred. The equivalent combination of education and experience may be considered. Current EMT or Paramedic credentials preferred.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of effective training and adult education practices and techniques. Ability to manage staff and resources. Ability to create and implement new courses based on workforce demand. Ability to communicate effectively with business and industry representatives, students, faculty, staff and the general public. Ability to work independently and effectively multi-task, including budget management, scheduling, classroom/lab instruction. Experience in developing and delivering educational programs. Excellent communications, organizational and teamwork skills. Proficient use of Microsoft Office and SharePoint. Possess entrepreneurial initiative and practice critical thinking. Ability to travel tri-county service delivery area. Ability to work flexible hours to include nights and weekends as needed.

SPECIFIC DUTIES:

1. Instructional Development. Develops and maintains educational health and safety programs to meet state and national regulatory requirements, client objectives and/or occupational requirements. Creates syllabi and curriculum for classroom and online courses, including selection and appropriation of course materials, supplies and equipment. Ensures clinical components of courses meet regulatory requirements. Seeks opportunities for new programming.

2. Instructional Management. Manages staff, equipment, supplies, and budget resources to meet program revenue and operational goals. Plans and allocates resources and budgets for assigned program areas and submits all reports in an accurate and timely manner. Directs and mentors assigned faculty. Maintains equipment to college and regulatory standards and ensures supplies are organized according to regulatory requirements. Maintains appropriate documentation and records, including faculty performance reports.

3. College and/or Community Service. Coordinates and promotes educational services that strengthen workforce development in the community. Collaborate with community organizations, state and local agencies, secondary schools, and professional associations to promote the College and expand programs. Serve on advisory committees as requested. Maintain a cooperative working relationship with College personnel. Provide appropriate academic and career guidance to students.

4. Teaching Performance. Provides quality instruction and/or support/training to CCE instructors; maintains effective classroom environment to ensure student success; provides timely feedback to students on progress; Provide for and value appropriate student input.
5. Professional Development. Establishes a professional development plan and participates in activities for self-improvement in keeping with the Division and College mission. May be assigned to develop and coordinate varied programming within the Division. Participate in appropriate activities that introduce new ideas or practices. Performs other duties as assigned.

To apply, please complete an on-line employment application at www.yorktech.edu/hr or come to the Human Resources Department, 452 South Anderson Road, Rock Hill, SC, 29730, to complete an on-line employment application. Applications accepted until September 22, 2019.

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