



TEMPLE COLLEGE
TEMPLE, TEXAS

Job Description

JOB TITLE: Associate Vice President of Health Professions
FLSA: Exempt
SALARY LEVEL: PL-9 Professional or Faculty Salary Schedule
DATE: August 7, 2007

The following duties and statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as a complete listing of all responsibilities, duties and skills required of this position

SUMMARY:

Under general supervision of the Vice President, Educational Services, the Associate Vice President of Health Professions provides leadership for the operation and management of the Division of Health Professions. Specific programs include Nursing, Biotechnology/Bioscience, Dental Hygiene, EMS, Respiratory Care, Surgical Technology, a state-of-the-art simulation center, patient simulation and computer labs, smart classrooms, and a newly-renovated bioscience facility at the Scott and White West Campus. The AVP functions as the ADN Program Director. The AVP serves as an advocate for students, faculty and staff, and promotes the continued growth and development of health professions and critical community partnerships. The Associate Vice President for Health Professions provides leadership, strategic vision, and executive management for a comprehensive health professions division.

DUTIES AND RESPONSIBILITIES:

The incumbent will:

Provide leadership for continuous programmatic growth and enhancement including the development of productive partnerships with the local, regional, state, and national health care community. Existing partners include Scott & White Medical Center, King's Daughters Hospital, Texas A&M Medical School and Capital Idea and others.

Serve as the ADN Program Director. In the role, the AVP is responsible for the planning, implementation, and evaluation of the ADN program.

Support the development of healthcare workforce programs that address the needs of the future within a climate that emphasizes student learning and engagement, institutional effectiveness and programmatic excellence and creativity.

In cooperation with the AVP for Distance Education, Off-campus Center Directors, department chairs, and EWCHEC leadership, identify opportunities for programmatic growth and distance education designed to provide a variety of learning options all students within the service area.

Work with the Division Director, Community Services and Business Training, in order to facilitate non-credit training opportunities for the health care community and with the Associate Vice President of Distance Education to facilitate potential hybrid and online learning opportunities for the health care community.

Provide administrative oversight for Department Chairs, faculty and staff of the Division of Health Professions.

Meet with Department Chairs and/or program directors and staff in the division on a regularly scheduled basis.

Advise the Vice President of Educational Services concerning personnel matters.

Develop and maintain long range planning activities in the division that include crafting a vision to sustain and continue the growth and innovation of the Division of Health Professions.

Assist Department Chairs in the management of division and departmental budgets including the coordination of annual proposals for budget increases and/or reallocations.

Help Department Chairs administer the College's institutional effectiveness plan and assessment of student learning activities within the division.

Actively participate in student recruitment, retention, and marketing activities.

Monitor and evaluate operational effectiveness and manage changes required for improvement.

Make recommendations to the Vice President of Educational Services regarding the organization of the faculty and requisite committee assignments.

Manage activities of the Health Professions programs to promote efficient and effective use of college resources.

Monitor, respond to, update, and conform to professional standards, accreditation and regulatory requirements impacting the departments and coordinate and assist with departmental responses to these requirements.

Work with College staff and administration including, but not limited to, the Vice President of Administrative Services, Executive Director of the Foundation and Director of Institutional Advancement, and the Director of College Communications.

Serve as a liaison member of the advisory committees within the division.

Participate in grant writing, fund-raising, and/or community programs.

Perform other duties as assigned by the Vice President of Educational Services.

MINIMUM EDUCATION AND EXPERIENCE:

Master's Degree in Nursing or Health Administration and seven (7) years directly related, progressive work experience

CERTIFICATION OR LICENSES

Registered Nurse (RN)

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

The Associate Vice President of Health Professions:

Must have the ability to manage eight (8) direct reports including the department chairs in ADN and VN programs, as well as Biotechnology/Bioscience, Dental Hygiene, EMS, Respiratory Care, Surgical Technology, and the director of the simulation center. Must be able to ensure compliance with program specific professional standards and accrediting agencies. Must be able to oversee an annual budget of \$3 million and 35-40 full-time faculty and staff. By combining an exceptionally strong staff, state of the art facilities in Temple and Taylor, and innovative partnerships with Scott and White, Capital Idea, and others, the AVP must possess and exhibit leadership skills, educating the next generation of highly skilled and compassionate health care professionals. In cooperation with departmental, campus, and community leadership, must have the ability to craft a vision to sustain and continue the growth and innovation of a variety of programs designed to support the healthcare workforce needs of the future within a climate that emphasizes student learning and engagement, institutional effectiveness, and programmatic excellence and creativity. Must possess strong interpersonal and communication skills and be able to work effectively with a wide range of constituencies in a diverse community. Must be able to communicate effectively, both orally and in writing. Must be able to make administrative/procedural decisions and judgments. Must be skilled in budget preparation and fiscal management. Must be skilled in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.

PHYSICAL EFFORT:

Light physical activity is required with occasional lifting of objects up to 15 pounds.

WORKING CONDITIONS:

Work is normally performed in an office setting.

SUPERVISORY DUTIES:

Departmental Chairs, Division Faculty members, Division Secretary

DIRECT SUPERVISOR:

Vice President, Educational Services