AGENDA ITEM #XII-C-2  
NOVEMBER 19, 2013  
HIGHLAND COMMUNITY COLLEGE

REVISED JOB DESCRIPTION AND SALARY ADJUSTMENT  
COORDINATOR, NURSING/ALLIED HEALTH PROGRAMS

RECOMMENDATION TO THE PRESIDENT: That the Board of Trustees approves the attached revised job description for Coordinator, Nursing/Allied Health Programs, formerly Coordinator, Medical Assistant Program, with placement at range 42 on the Highland Salary Range Table. A salary adjustment of $6,000 for Ms. Alicia Kepner is also being recommended, retroactive to July 1, 2013, based on the additional responsibilities assumed by Ms. Kepner.

BACKGROUND: The Coordinator, Medical Assistant Program position has had a substantial change in the complexity and scope of work resulting from the expansion of responsibilities to temporarily include the responsibilities of the Coordinator, Nursing/Allied Health Program. The position now oversees all of the responsibilities of the Coordinator, Medical Assistant Program and most of the responsibilities of the Coordinator, Nursing/Allied Health Programs position as it was formerly described. An updated position analysis questionnaire (PAQ) was submitted as part of the request for reconsideration process. The salary adjustment request was reviewed through the PAQ process with the final amount determined by the Vice President of Academic Services and President. The restructuring plan has proven to be effective and fiscally responsible, resulting in an approximate cost savings of $34,000.

Ms. Alicia Kepner assumed the additional responsibilities on July 1, 2013. This plan allowed the College to combine two positions by not replacing Ms. Cassie Mkeel, the former Coordinator, Nursing/Allied Health, upon her resignation. It is recommended that, due to the combination of previous and added responsibilities, a base salary increase of $6,000 be given to Ms. Kepner, bringing her annual base salary from $31,365 to $37,365.

BOARD ACTION: __________________________
Highland Community College
Position Description

TITLE: Coordinator, Nursing/Allied Health Programs* Coordinator—and—Learning Specialist

GENERAL STATEMENT OF RESPONSIBILITIES: To provide complex administrative support to the College’s Nursing/Allied Health programs by assisting the program associate-dean, supporting program students, and coordinating career advisement and services for students in the programs. Provides coordination and limited oversight of the college’s medical assistant program, including practicums, programming and credentialing.

PRINCIPAL DUTIES: (essential functions)
- Coordinates Nursing/Allied Health programs by assisting in setting class schedules, managing clinical schedules, and participating in the selection process for nursing students by reviewing, organizing and prioritizing student files for admission.
- Coordinates student events for the Nursing/Allied Health programs, such as orientations and pinning ceremonies.
- Provides oversight of the medical assistant practicum experience by maintaining accreditation requirements, selecting and approving appropriate practicum sites, providing orientation for the on-site supervisors, assigning practicums, and evaluating and assessing clinical sites.
- Implements, coordinates and administers processes and procedures for the College’s Medical Assistant Program. In consultation with the Dean of Health, Natural Science and Math develops, modifies, and recommends changes in policies and procedures with the input of appropriate faculty and staff.
- Prepares and maintains a variety of federal and state reports, self-study reports for accreditation, plans and surveys, and questionnaires as required.
- Participates in recruiting events and other outreach programs to provide program and general information for all Nursing/Allied Health programs.
- Advises students following admittance in any Nursing/Allied Health programs individually or through group presentations on processes, courses, types of degrees, transfer options and skill development.
- Serves as campus coordinator for NIOIN by writing contracts, reviewing student files for admission, administering ATI testing, participating in director meetings and coordinating clinical assignments/groups.
- Provides resources or makes referrals to support educational success in Allied Nursing programs.
- Acts as liaison between the students, associate dean, faculty and clinical sites.
- Identifies and assesses learning barriers of program students and acts as intermediary.
- Coordinates student events for the Nursing/Allied Health programs and NIOIN, such as orientations and pinnings.
- Provides administrative support such as preparing correspondence and other written documents, responds to inquiries and complaints and determines appropriate resolutions to situations; schedules and prepares for meetings, processes mail, schedules appointments and keeps calendar.
- Assists the Associate Dean of Nursing and Allied Health with program development activities, program evaluation and grant writing.
- Coordinates and manages student testing and student remediation with approval from Associate Dean of Nursing and Allied Health Dean of Health, Natural Science and Math.

Adopted 11/20/07
Nursing/Allied Health Programs Coordinator & Learning Specialist
- Trains Medical Assistant Program instructors/staff, and assists Dean of Health, Natural Science and Math in supervising and evaluating the work performance of assigned instructors/staff.
- Teaches courses or clinicals in the Medical Assistant Program as necessary.
- Assists in the preparation and administration of the annual budgets and makes recommendations for the purchase of supplies, materials and equipment.
- Coaches program students on effective learning styles.
- Represents the College at various meetings on and off campus.
- Gathers and enters information into the computer for reports and other documents, maintains records and files, analyzes project data, and makes recommendations.
- Maintains and assures confidentiality, accuracy and completeness of student files, including credentials and supporting documentation.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:
Knowledge of the college Nursing/Allied Health programs, transfer requirements and professional standards.
- Knowledge of medical assistant program curriculum.
- Knowledge of advising practices, principles and processes.
- Knowledge of learning styles, evaluating student learning and performance effectively.
- Knowledge of principles and practices of office administration.
- Knowledge of office equipment and computer hardware and software applications.
- Knowledge of customer service techniques.
- Knowledge of personnel management and supervisory principles and practices.
- Knowledge of accounting, auditing and budgeting processes and procedures.
- Knowledge of state and federal laws, rules and regulations associated with approval and operations of Nursing/Allied Health programs.

Skill in educational theory and instruction techniques.
- Skill in producing reports, documents and program accreditation self study.
- Skill in reviewing student history and interests and recommending possible educational or career options.
- Skill in operating office equipment and computer hardware and software applications.
- Skill in developing and evaluating policies and procedures.
- Skill in identifying problems, evaluating alternatives and implementing effective solutions.
- Skill in maintaining confidential information.
- Skill in composing memos, letters, reports and other documents.
- Skill in communicating effectively one-on-one or in groups.
- Skill in effectively managing staff, delegating tasks and authority, and training personnel.
- Skill in establishing and maintaining effective relationships with co-workers and others.

PHYSICAL REQUIREMENTS: Work is routinely performed in office environments. Subject to standing, walking, sitting, driving, bending, reaching, kneeling, pushing and pulling, climbing, stooping and occasional lifting of objects up to 30-25 pounds.

MINIMUM QUALIFICATIONS: Bachelor's/Associate's degree, three (3) years experience in healthcare as a medical assistant, and one (1) year teaching experience in postsecondary and/or vocational/technical education preferably in a health related field, and two (2) years advising experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION:
Adopted 11/20/07
Nursing/Allied Health Programs Coordinator & Learning Specialist
Certified Medical Assistant through the American Association of Medical Assistants; Current CPR Certification; Valid Drivers License
Valid Drivers License.

SECURITY SENSITIVE POSITION: May require a criminal background check.

REPORTS TO: Associate Dean, Nursing/Allied Health
Dean, Health, Natural Science and Math

APPOINTED BY: President.

FLSA CLASSIFICATION: Exempt
CLASS CODE: 4101

JOB SERIES/FAMILY: Student Support Services Series/Academic Advising Group

LAST REVISED: 12/21/2014 1/19/2013 *[Pending Board Approval]