



# Laredo Community College

An Equal Opportunity Institution • West End Washington Street • Laredo, TX 78040-4392

## POSITION JOB DESCRIPTION

POSITION TITLE: ..... Health Sciences Division Manager \_\_\_\_\_  
DEPARTMENT: ..... Health Sciences Division \_\_\_\_\_  
PERSONNEL GROUP: ..... Administrative/Professional \_\_\_\_\_  
POSITION GRADE: ..... 27 \_\_\_\_\_  
POSITION STEP: ..... 0 \_\_\_\_\_  
EMPLOYEE NAME: ..... \_\_\_\_\_  
POSITION REPORTS TO: ..... Dean of Health Sciences \_\_\_\_\_  
REVISION APPROVED BY: ..... Dianna L. Miller \_\_\_\_\_  
(Minimum approval level: Departmental Supervisor and Above)  
REVISION/APPROVAL DATE: ..... September 5, 2007 \_\_\_\_\_

### EDUCATIONAL REQUIREMENTS:

The person must have a minimum of a Bachelor Degree preferred in Business or Multidisciplinary Education. Masters Degree preferred.

### BASIC FUNCTION AND RESPONSIBILITY:

The Division Manager is responsible in assisting the Dean of Health Sciences in areas of administration, organization and coordination of the Health Sciences Division in compliance with college regulations and accrediting agency policies and procedures. The Division Manager provides leadership, direction, and support for the program directors, faculty, lab assistants, and secretaries.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Collaborates and facilitates Program Directors on obtaining information for curriculum design and effectiveness of instruction. In addition, assists the Dean of Health Sciences in evaluating outcome data related to instructional programs.
2. Collaborates with Program Directors in obtaining current rules and regulations of programs; modifications made to programs according to recommendations set forth by the accrediting boards and other agencies. Provides periodic updates to Dean of Health Sciences Division regarding program changes, planned program changes, accrediting agency changes and recommendations. Updates will include documentation deadlines, plan of action for each program and due dates.

3. Design and implement a records management system that complies with the requirements stipulated by state and national standards, including program evaluation data, preparation of accrediting agency reports, funding agency reports and reports to the college administration in conjunction with Program Directors and Dean of Health Sciences Division.
4. Facilitates plans with Program Directors on meeting deadlines regarding program documentation, clinical affiliation agreements with accredited clinical agencies, and other items as identified by Dean of Health Sciences Division.
5. Tracks and maintains in collaboration with Program Directors faculty members professional education documentation, CPR information, licensure records, immunizations, and other faculty related material as identified by Dean of Health Sciences.
6. Tracks and maintains in collaboration with Program Directors student admission trending data, program attrition and retention rates, program licensure passage rates and other program items as identified by Dean of Health Sciences Division.
7. Collaborates with Program Directors the scheduling of faculty members to participate in community and academic activities affiliated with Laredo Community College.
8. Collaborates with Program Directors the development, implementation, and evaluation of data for the program and college's systematic evaluation plan.
9. Completes other assignments as directed by the Dean of Health Sciences.

**EXPERIENCE:**

Bachelor in Business; must have management or business experience if in other discipline area.

**SKILLS, KNOWLEDGE, ABILITIES:**

Must be computer literate; possess team-building skills; and have good oral and written communication skills. The person must be able to work effectively with culturally diverse faculty and student body. In addition, the person must be willing to work days, evenings, and weekends as needed.

**LICENSES/CERTIFICATES:**

**PHYSICAL REQUIREMENTS:**

Must have good hearing and speaking abilities. Vision must be 20/20 or be correctable to no less than 20/20.

**WORKING CONDITIONS:**

Inside Work-in a well lighted and air conditioned area most of the time

-Or-

Outside will be exposed to all types of weather, noise, and vibration from equipment.

**SPECIAL CONDITIONS:**

Other duties may be assigned by immediate supervisor. May be required to work outside regular working hours. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ACKNOWLEDGEMENT:**

The undersigned have jointly read, discussed and understand the full meaning of this job description, the basic functions and responsibilities, and agree to abide by but not limited to all the terms and conditions of college policies herein included, expressed, and/or implied.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Title

\_\_\_\_\_  
Employees Signature and Date

Dianna L. Miller

\_\_\_\_\_  
Print Name

Dean of Health Sciences

\_\_\_\_\_  
Print Title

\_\_\_\_\_  
Supervisors Signature and Date

Sign and return to HR for placement into employee personnel file.