

## **POSITION VACANCY**

August 10, 2015

Name of position:	Director – Continuing Education Services (Allied Health Programs)
Applications accepted through:	August 20, 2015 or until filled
Effective date of employment:	September 1, 2015
Length of employment:	12 months
Salary range:	Commensurate with education and experience

### **Minimum requirements:**

#### **Required:**

- Bachelor's degree in Nursing or a Bachelor degree in a health care related field. Current unencumbered licensure as a Registered Nurse in North Carolina.
- Two (2) years of experience as an RN a minimum of two (2) years of experience in healthcare management/supervision.
- One (1) year of experience in the provision of long- term care facility services or
  - a. Experience working in a long term care facility licensed as a skilled nursing facility or a skilled nursing facility which is a distinct part of a hospital,
  - b. Experience supervising or teaching students in a long term care facility licensed as a skilled nursing facility or a skilled nursing facility which is a distinct part of a hospital.

#### **Preferred: Career Readiness Certificate.**

#### **Position duties:**

- Provide leadership and supervision of instructional personnel and program areas within the Continuing Education Allied Health program.
- Assure program areas are up-to-date and in compliance with state and national accreditation standards.
- Assess community educational needs and interests of participant target groups and renew courses offered due to changing needs and requirements.
- Determine the number and types of allied health courses to be scheduled each semester.
- Maintain close supervision of course records, instructor competency and student participation.
- Instruct Continuing Education Allied Health courses as relevant to the schedule, development of new curriculum and/or delivery methods.
- Recruit, train and supervise instructors in the preparation and submission of student registrations, assessment, attendance and other course-related paperwork.

- Serve on external and internal committees to provide leadership and input.
- Visit classes supervised and complete on-site visitation of records.
- Participate in administrative staff activities.
- Perform other related duties assigned by the Associate Vice President of Continuing Education Services and WCC administration.

If selected for employment, the applicant must submit to a criminal background check and drug screening.

**INSTITUTION:** *Wayne Community College is a member of the North Carolina Community College system. Located in Goldsboro, the college serves Wayne and adjoining counties. Wayne Community College is an affirmative action/equal opportunity employer. A Tobacco Free Campus as of August 1, 2009.*

**APPLICATIONS:**

*Submit an original Wayne Community College employment application and all support materials, including copies of transcripts of all post-secondary studies to **Human Resources, Wayne Community College, and P. O. Box 8002, Goldsboro, NC 27533-8002.** Applications may be downloaded from our website at [www.waynecc.edu](http://www.waynecc.edu). Applications will be screened and the most qualified applicants interviewed. All applicants will be notified when the position selection has been made.*