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. Applications will be screened and the most qualified applicants interviewed. All applicants will be notified when the position selection has been made.