

PANOLA COLLEGE - JOB DESCRIPTION

JOB TITLE:	Chair/Professor of Medical Technologies	FLSA status:	Exempt
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DEPARTMENT:	Medical Technologies	REPORTS TO:	Dean of Nursing and Health Sciences
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Position summary: Under indirect supervision, this position is responsible for the Medical Technology programs which include Health Information Technology (HIT), Medical Laboratory Technician (MLT), and Medical Assisting (MA). This position reports directly to the Dean of Nursing and Health Sciences keeping him/her abreast of all planning, organizing, staff and development of Panola College's Medical Technology programs.

Position responsibilities:

- Act as liaison between the Dean and the Faculty within the department.
- Direct in the development of the departmental budget and present annual request.
- Direct in development of the annual improvement plan.
- Direct in development of annual marketing improvement plan.
- Chair department committee for employment of new instructors.
- Assist departmental faculty in counseling and registration.
- Coordinate campuses in regard to syllabi and course content.
- Promote the programs through participation in area and community events and affairs.
- Recruit students for the programs.
- Develop the curriculum and continue curriculum revisions of the programs so student training and skill development meets employer need.
- Exhibit excellence in instruction.
- Perform other functions consistent with a director's responsibilities when requested by the Administration.
- Support the philosophy and mission of the College.
- Actively participate in related consortiums, partnerships, organizations, etc.
- Position also required to teach classes within the program.
- Perform all other duties as assigned.

Position Requirements:

- Degree Requirements:
 - Master's degree required with at least 5 years experience directly related to the duties and responsibilities specified.
 - Nationally Certified Medical Technologist (ASCP or AMT)
- Maintain documentation and prepare Annual Program Assessment Report (APAR) to maintain Health Information Technology Program accreditation with CAHIIM
- Responsible for program Institutional Effectiveness
- Must have strong organizational skills.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Strong computer skills a must.
- Skill in budget preparation.
- Ability to work with a diverse team in a fast-paced environment.
- Enthusiasm and the ability to thrive in an atmosphere of constant change.