

PANOLA COLLEGE - JOB DESCRIPTION

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

Position responsibilities:

- Act as liaison between the Dean and the Faculty within the department.
- Maintain documentation and prepare annual report for MLT program with NAACLS.
- Demonstrate excellence in instruction, evaluate faculty, and encourage professional development as needed.
- 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 advisory committee membership and schedule committee meetings.
- Conduct regular department meetings and record minutes.
- 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/Certification Requirements:
 - Master's degree *required* with at least 5 years' experience directly related to the duties and responsibilities specified.
 - Nationally Certified Medical Technologist/Clinical Laboratory Scientist by American Society of Clinical Pathology (ASCP).
- Instructional experience in higher education; three years' supervisory experience preferred.
- Maintain documentation and prepare Annual Program Report to maintain Medical Laboratory Technician Program accreditation with NAACLS.
- 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.