

Job Title	Paramedic Program Coordinator
PVN ID	LA-1608-001307
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Adult and Continuing Education
Status	Full Time
Annual Salary	\$65,000.00 - \$70,000.00
Hour(s) a Week	35
Closing Date	Sep 26, 2016 (Or Until Filled)

General Description

The Paramedic Program Coordinator is responsible for the shared oversight of the didactic, skills, and clinical phases of the Paramedic Program. The PPC develops, reviews and revises when necessary program policies, procedures, and guidelines. The PPC manages the recruitment, screening, and evaluation of incoming students.

Together with the Course Sponsor Administrator, the PPC assures the course meets all New York State Department of Health Bureau of EMS standards and American Heart Association Standards; and that students are prepared for the NYC Regional Medical Advisory Committee, NYS DOH BEMS, and National Registry requirements as determined necessary by the College.

The PPC recruits, schedules, and evaluates non-credit adjunct faculty teaching in the paramedic program. The PPC assures the faculty have all of the resources necessary to teach the course.

The PPC interacts with the clinical representatives to assure that all clinical contract regulations are being met; seeks to establish new contracts as needed and seeks to assure that students' needs are met while participating in clinical activities.

The PPC is responsible for all administrative details regarding the paramedic program. No CIC teaching duties are required for this position.

Other Duties

none

Qualifications

Current NYS Paramedic Certification required;

Current NYS Certified Instructor Coordinator at level of Paramedic required;

Working knowledge of MS Word/ Excel required;

Two years administrative experience preferred;

NYC REMAC Certification preferred;

Excellent interpersonal skills required;

Two years EMS field experience or related healthcare preferred;

Two years teaching experience preferred.