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<b>Job Title</b>	Assistant Director
<b>PVN ID</b>	LA-1811-002796
<b>Category</b>	Managerial and Professional
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	ACE/Medical Admin and Technology
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$60,000.00 - \$66,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jan 02, 2019 (Or Until Filled)

## General Description

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### Overview of Position:

Under the supervision of the Director of Medical Administrative and Technology (MAT) programs, the Assistant Director supports a blend of tuition, grant and contract based non-credit training programs for over 1,000 students annually. MAT Programs is a fast- growing department which includes but is not limited to Medical Billing, Medical Coding, Network Support Specialist and Cyber Security training programs.

The Assistant Director will be primarily responsible for program quality, which includes hiring, training and managing a team of more than 25 part-time instructors and two full-time program support staff. He or she is responsible for implementing quality industry-informed curriculum including development, implementation and monitoring. The Assistant Director will evaluate program data including training outcomes, enrollment, assessments and evaluations to enhance and improve programing.

### Essential Functions:

- Work with the director to coordinate and supervise daily operations, ensuring compliance with regulations and internal policies.
- Manage staff to support high performance in alignment with the divisional strategic goals.
- Assist in the budgeting and monitoring of revenues and expenses on a monthly basis.
- Monitor staff attendance and HR budgets.
- Maintain instructional quality by conducting instructor observations, reviewing evaluations, and monitoring outcomes

## Other Duties

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## Qualifications

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- Bachelor's degree in Education or related disciplines required, Master's degree preferred.
  - At least 4 years' instructor management experience in an adult learning setting.
  - Experience with curriculum development and program assessment for adult programs.
  - Excellent effective oral, written communication, analytical and technical skills.
  - Strong organizational and planning skills.
  - Proficient in Microsoft office with advanced skills in excel.
  - Strong leadership and team-oriented skills.
  - Ability to work a flexible schedule with some evenings and weekends.