
Job Title	Allied Health Coordinator
PVN ID	LE-2208-005052
Category	Administrative Services
Location	LEHMAN COLLEGE
Department	School of Continuing and Professional St
Status	Full Time
Annual Salary	\$65,000.00 - \$75,000.00
Hour(s) a Week	35
Closing Date	Oct 30, 2022 (Or Until Filled)

General Description

The fast-growing School of Continuing and Professional Studies (SCPS) at Lehman College is seeking an NYS Registered Nurse (RN) health educator to join the team as an Allied Health Coordinator (full-time). SCPS is dedicated to preparing residents of the Bronx to enter or advance in the healthcare workforce through credit and non-credit training programs that range from Certified Nursing Assistant (CNA) to NCLEX preparation. SCPS partners with local health care employers, hospitals, and community-based organizations to arrange clinical internships and customized training. You will join a nimble team that serves more than 400 allied health students annually in over 6-10 programs.

The successful candidate will be a dynamic RN with a proven track record of teaching excellence and a passion for training the next generation of healthcare workers. Reporting to the Assistant Director of Workforce, the allied health coordinator is responsible for managing and monitoring program quality, which includes instructors, curricula, accreditation, affiliation agreements and healthcare test providers (Prometric, NHA, etc). The coordinator supervises the program assistant, program faculty, tutors, and front-line staff.

Other Duties

- Assess and track outcomes of programs' participants.
- Responsible for programs' accreditation and certification documentations and renewal.
- Update healthcare programs' course content/curriculum
- Verify student compliance with immunization requirements mandated by clinical facilities.
- Manage all clinical sites affiliation agreement.
- Work with clinical sites to coordinate clinical rotation scheduling
- Manage the scheduling of all certification examinations with Prometric and NHA.
- Create administrative systems to meet programs' growing needs, such as implementing a new student registration system.
- Act as a liaison between Workforce Program, Continuing Education Program, and CUNY on the

- Concourse (offsite location) to coordinate program schedules, rooming, inventory, and purchase requests.
- Spearhead instructional and administrative technology adoption and training among staff, faculty, and students with high quality results.
- Develop and maintain effective working relationships with other program coordinators.
- Ensure that reporting of essential program outcomes is accurate, timely and actionable (attendance, grades, certifications, etc.). Proactively communicate concerns with clients, staff and students and follow through to resolution.
- Support program quality by troubleshooting student and faculty concerns.
- Responsible for student/faculty onboarding, orientation, and training.
- Attend program update meetings with faculty and clients
- Supervise Program Assistant to deliver superior customer service.
- Other duties as assigned by Assistant Director.

Schedule: Supervise staff at CUNY on the Concourse in-person, varying hours, 3-4 days a week and work remotely the remainder of the schedule. Occasionally support evening and weekend program starts.

Qualifications

- Bachelor's degree required
- Registered Nurse (RN) for at least 2 years
- At least three (3) years of adult teaching experience
- Teacher supervision or administration experience a plus
- Advance skills in MS Office 365 including MS Teams & Excel. Zoom and Dropbox required.
- Excellent written and verbal communication skills.
- Proven administrative abilities that include:
 - Organizational skills and attention to detail
 - Ability to work on a team, as well as independently in a fast-paced, demanding, and complex work environment with minimal supervision.
 - Critical thinking that involves rapidly adapting to changing situations and priorities
 - Delivering superior customer service and professional communication
- Willingness to take advantage of professional development and growth opportunities
- Managerial experience of administrative staff
- Experience in higher education administration or professional learning and development environment.
- Previous experience, training, or knowledge about workforce development and project management.