

JOB DESCRIPTION:	Director – Healthcare Workforce Programs		
DEPARTMENT:	Academic Affairs		
REPORT TO:	AVP of Academic Affairs		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	400135	DATE APPROVED:	14-APR-2021
		DATE MODIFIED:	17-MAR-2025

SUMMARY: Responsible for managing current healthcare programs and for development of future programs for the Community and Workforce Development department.

DUTIES:

1. Manages and oversees the administrative and daily operations for the CNA, Phlebotomy, Pharmacy Technician programs ensuring compliance with university, state, and federal policies and regulations.
2. Designs, develops, and assists with future programs including programs such as Medical Assisting, Medical Coding & Billing, Health Information Management.
3. Manages contract, grant, and/or state funding. Approves and monitors budget expenditures. Prepares budget revisions and provides interim status reports on all accounts.
4. Assists in producing, developing, advertising, and marketing project(s) and/or product(s) in various media such as print and video. Assists in developing teaching materials, handouts, news releases, pamphlets, and brochures.
5. Assists in establishing and implementing short- and long-range goals, objectives, policies, and operating procedures.
6. Responsible for recruiting of students, holding advisory council meetings, and working with the Director of Workforce and Career Development to increase Perkins and other Grant funding to support diverse workforce programs.
7. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
8. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Associate's degree in related field with 3 years of experience in educational programs. Bachelor's degree in Education, Business or similar field may substitute for 1 year of professional experience. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Knowledge of Western New Mexico University's mission, goals, and objectives for student educational opportunities. Knowledge of the University's policies, procedures, and operating standards. Knowledge of the principles, practices, methods of program review, assessment, and evaluations. Knowledge of the principles and practices of grant writing. Ability to communicate effectively both verbally and in writing. Skill in establishing and maintaining strong interpersonal skills and ability to work effectively with a wide range of constituencies in a diverse community including staff, instructors, students, outside vendors, contractors, service agencies, local school personnel and various state and

local agencies. Skill in interpreting and assessing situation issues and concerns. Skill in establishing and maintaining a position of leadership. Skill in presenting a variety of educational programs and presentations to various audiences with varying levels of understanding and interest. Ability to perform complex tasks and prioritize multiple projects. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications.

3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)