

## **EMPLOYMENT OPPORTUNITY**

**VACANCY:** Program Director, Surgical Technology

**REQUIREMENTS:**

Minimum Qualifications

- Possess an Associate's Degree or greater from a regionally accredited institution
- Have a minimum total of five years of experience, either in the operating room scrub role or as an instructor in surgical technology, or a combination of both, within the past ten years.
- Possess proficiency in instructional methodology, curriculum design, and program planning.
- Possess a current Certified Surgical Technologist (CST)
- Possess a credential in the field of surgical technology through a national certification program that is accredited by the National Commission on Certifying Agencies (NCCA).

**DUTIES AND RESPONSIBILITIES:**

The incumbent will have the following duties and responsibilities:

- Responsible for all aspects of program coordination, including the organization, administration, continuous review, planning, development and general effectiveness of the program;
- Maintains knowledge of and compliance with the State Board Community Colleges approved standards for the curriculum;
- Maintains knowledge and compliance with Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) standards, rules and regulations applicable to surgical technology;
- Maintains knowledge and compliance with the National Board of Surgical Technology and Surgical Assisting (NBSTSA);
- Conduct ongoing program and course level assessment in accordance with the institutional effectiveness and research department;
- Participate in budget planning;
- Evaluate and assure clinical education effectiveness;
- Teach program and prehealth classes day and/or evening and distance learning courses, and off campus as required;
- Recruit and market program;
- Participate in academic advising for prehealth students;
- Serve on college committees as requested;
- Perform other duties as necessary
- Function as a member of the Educational Services Team

**SALARY:** Determined by RCC's Salary Plan commensurate with education and experience.

**APPLICATION PROCEDURE:**

Candidates for the position should complete an RCC Application for Employment and submit a Professional Resume, photocopy of Official Transcripts, a copy of CST license and any other supporting documentation to the Personnel Office.

**Deadline for Application:** 3:00 p.m. on October 14, 2016 or until filled

**PROPOSED DATE OF EMPLOYMENT:** January 03, 2017

**CONTACT:** Personnel Specialist  
Robeson Community College  
P. O. Box 1420  
Lumberton, NC 28358  
910.272.3531