



JOB POSTING

Logan University is comprised of the College of Chiropractic and the College of Health Sciences and blends the perfect balance of tradition with innovation. Established in 1935, Logan College of Chiropractic is one of the largest and most respected chiropractic colleges in North America. Through the College of Health Sciences, Logan offers master's degrees in sports science and rehabilitation, and nutrition and human performance that are accredited by the Higher Learning Commission of North Central. Other program offerings include undergraduate coursework including an Accelerated Science Program to help students complete their basic science coursework at an accelerated pace, offered in both online and on-campus formats, and two baccalaureate degrees- A Bachelor of Science degree in Human Biology and a Bachelor of Science degree in Life Science.

Logan's 112-acre wooded campus is located in Chesterfield, MO, a quiet residential suburb of St. Louis. Its low student-to-faculty ratio provides more personalized instruction, which is most conducive to effective learning. MSNBC has selected Logan's campus as an editor's pick of one of "America's Most Beautiful College Campuses." Logan offers an outstanding benefits package to eligible employees including free chiropractic care. Learn more about Logan University at www.logan.edu.

Interested candidates please send resume to: resumes@logan.edu

Job Title: Program Director for the Master of Science Degree in Health Informatics

Summary:

The Director provides administrative oversight and supervision of all aspect of the degree program, participates in the instruction of students in the program, and is directly responsible for the capstone/internship program.

Principal Duties and Responsibilities:

- Provide vision and leadership for the development and advancement of the Health Informatics degree program(s) to national prominence.
- Set goals, priorities, and budgets for submission to the planning process.
- Prepare and administer the program's budget.
- Supervise instructional and support staff.
- Encourage and support professional growth for self, faculty, and support staff.
- Administer the Director's portion of the faculty evaluation program with emphasis on improvement of instruction and faculty development.
- Participate in the instruction of students in the practical application of the principles and practices in health informatics.
- Collaborate with the Office of Enrollment Management to market the program and recruit students.
- Collaborate with Student Affairs to maintain retention and graduation goals.
- Guide the program through to CAHIIM accreditation within a set timeline, and enforce CAHIIM accreditation standards.
- Establish, maintain, and grow a network of high-quality student internship opportunities.
- As requested, participate in institutional ceremonies such as new student orientation, commencement, etc.
- Prepare reports to the Board of Trustees and other such reports as needed.
- Participate in committees as assigned.

- Other duties as assigned by the Dean or other academic officers.

Competencies: To perform the job successfully an individual must have a strong academic and Health Informatics background, with demonstrated administrative and organizational ability. The individual must have successful teaching experience, strong interpersonal and written/oral communication skills, be a good listener, and be able to work with individuals and groups effectively. The individual must be able to set goals and objectives, prioritize and plan work activities, and meet deadlines. The individual must be an effective mentor and supervisor. The ability to handle pressures of balancing the time required dealing with individual problems of faculty, students, and staff while completing the necessary planning, executing programs, reports, meetings, and teaching responsibilities is expected.

Qualifications: The individual must possess a minimum of a Master's degree, PhD preferred in a suitable terminal degree field. A minimum of three years classroom experience and prior progressive education responsibilities in administration/training are required. The individual must have an understanding of future trends in health informatics education, research, and practice. The individual must be sensitive to the needs of faculty, students and staff, and must have the ability to be an articulate spokesperson for Logan on a local, state, and national level