

LOGAN COLLEGE OF CHIROPRACTIC/UNIVERSITY PROGRAMS

Job Description

JOB TITLE: Director, Postgraduate and Related Professional Education

DATE: 01/2013

DEPARTMENT: Postgraduate and Related Professional Education

REPORTS TO: VP Academic Affairs

FLSA STATUS: Full-time; Exempt

POSITIONS SUPERVISED: Executive Secretary; Office Assistant

SUMMARY: This position reports directly to the VP of Academic Affairs and is responsible for administration and management of the Post Graduate department.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Maintain a department vision and mission in harmony with the institution's visions and missions.
2. Effectively administer and manage all functions of the Postgraduate and Related Professional Education Department in compliance with institutional policies and procedures.
3. Oversee the collection, maintenance, and distribution of all appropriate department data, records, and reports.
4. Develop and manage an annual department budget.
5. Develop, publicize, and present an optimal, cost-effective calendar of offerings that meets the postgraduate and continuing education needs of the chiropractic profession. These offerings must be delivered in both online and traditional seminar formats.
6. Assess the department's activities on a continuous basis, and support continuous improvement of the department's programs and services.
7. Develop and maintain a contemporary postgraduate faculty handbook and a cadre of qualified faculty.
8. Maintain a professional atmosphere within the department, with communication a departmental priority.
9. Evaluate changes within the chiropractic profession as they may relate to postdoctoral education and make programmatic and service recommendations to the VP Academic Affairs in this regard.
10. Represent Logan in numerous and varied capacities, including membership in and participation with selected state and national organizations as they relate to postgraduate education.
11. Submit all required reports on a timely basis.
12. Serve on institutional committees and teams as appropriate to exercise the responsibilities of the position and to work cooperatively and coordinately with all other divisions, departments, and segments to further the progress of the institution.
13. Other work-related duties as assigned.

COMPETENCIES: To perform the job successfully, an individual must have strong management, administrative, and organizational abilities and must be self-directed, results-oriented, and a team player. The individual must be flexible and able to balance competing demands and must possess good written and verbal communication skills.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Doctor of Chiropractic degree preferred. The individual must be an excellent administrator, familiar with finance (budgeting and accounting), knowledgeable of on-line graduate healthcare educational development and presentation, as well as traditional postgraduate and continuing educational programs.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment in this position is characteristic of a normal office environment. The noise level in the work environment is usually moderate.

NOTE: This job description in no way states or implies that these are the only duties to be performed the employee will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

An employee is expected to assist and provide coverage for coworkers during peak periods, vacation days or sick days at all locations, and to work with administration in the attainment of the College's missions and goals.

APPROVAL:

Supervisor/Manager **Date**

Department Head/Chairperson **Date**

Employee Signature **Date**