

Supervisor, Health Sciences

FLSA Status: Exempt

Pay Grade: 15

Job Title ID: 20204

Job Series/Job Family: Workforce Education & Business Development Series / Exec Dean Health Sciences Family

Reports To

Executive Dean, Health Sciences

Job Purpose

To provide administrative supervision of assigned Health Sciences administrative support personnel; and to provide coordination of related processes.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Oversees and coordinates administrative processes for Health Sciences admissions, purchasing, and the health sciences computer lab.
2. Supervises, hires, trains, and evaluates Health Sciences administrative support personnel.
3. Provides training to faculty and staff for Austin Community College processes including faculty assignments, scheduling, textbook orders, petitions, and creating specialized documents.
4. Facilitates communication with Eastview Campus Manager's office.
5. Coordinates and electronically approves all Health Sciences faculty assignments in accordance with the Executive Dean's recommendations.
6. Facilitates Health Sciences meetings including monthly staff meetings, admission office meetings, and procedure meetings with department chairs and their staff.
7. Complies data and reports required by Health Sciences programs to ensure meeting approval and accrediting requirements.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Processes for coordinating Health Sciences activities and services.
- Admissions activities and services.
- Purchasing activities.
- Computer learning lab services.
- Program approval and accreditation requirements.
- Supervisory principles, practices, and methods.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.

- Effectively using organizational and planning skills with attention to detail and follow through.
- Training faculty and staff in relation to scheduling, faculty assignments, textbook orders and petitions.
- Facilitating communications and meetings.
- Compiling data and reports required for Health Sciences programs.
- Supervising and coordinating the activities of subordinate personnel.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
- Coordinating day to day administrative activities and processes.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a standard office environment.

Work Experience

Required

- Two years administration work experience, including one year supervisory work experience.

Preferred

- Supervisory and administrative support work experience in health care programs in a higher education setting.

Education

Required

- Bachelor's degree.

Safety

Required

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.