

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

De Anza College

Allied Health and Nursing Specialist

Job #07-072

Open Until Filled

The Foothill-De Anza Community College District is currently accepting applications for **Allied Health and Nursing Specialist (50%)**, De Anza College.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Perform a variety of specialized administrative and student services duties in support of the Allied Health and Nursing programs. Interview, assess and screen potential program applicants according to established program guidelines. Assist in the development and coordination of student intake procedures. Coordinate the collection of documents and recommend eligibility for programs. Facilitate communication between participants, academic divisions, Financial Aid and other groups. Provide accurate and current information regarding courses taken at other colleges and universities. Research and evaluate transfer coursework to determine accreditation and transfer of credit. Prepare governmental/accreditation agency reports and respond to inquiries. Input, retrieve and maintain records on a computerized system for the collection of statistical data. Assist in developing and coordinating computer programs for reports and other program needs. Develop and maintain evaluation databases. Maintain database of all student requirements such as coursework, immunization, testing, and other related requirements. Evaluate student completion of courses for externships, internships and preceptorships. Track curriculum approvals, changes, and impacts on course equivalencies and accreditation processes. Communicate with appropriate agencies and colleges. Coordinate, develop and participate in recruitment and outreach activities. Assist with development, preparation, and presentation of information. Attend and conduct a variety of meetings, conferences and in-services. Coordinate and promote allied health and nursing programs and services. Compose correspondence relating to Allied Health and Nursing, the Biological, Health and Environmental Sciences and Workforce Education Division, College, and District policies and guidelines. Communicate with state agencies and accreditation bodies. Prepare and maintain various forms, files, reports and records. Attend and represent Allied Health and Nursing at various meetings. Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination equivalent to an Associate's degree in a related field.
3. Two years experience in a college environment dealing with allied health and/or nursing programs, students, and/or student records.

PREFERRED QUALIFICATIONS:

1. Knowledge of rules, regulations, requirements and restrictions related to allied health and nursing programs.
2. Experience with the proper techniques involved in evaluating transcripts and determining equivalencies.
3. Knowledge of applicable sections of State Education Code Regulations, District, and College and Division Policies.
4. Knowledge of matriculation, articulation, academic evaluation policies and procedures; course outlines and curriculum processes; and rules and regulations of applicable boards and accreditation bodies.
5. Ability to operate a computer and assigned software including databases.
6. Ability to use correct English, grammar, spelling, punctuation and vocabulary.
7. Knowledge of record keeping techniques.
8. Ability to compile and verify data and prepare reports.
9. Ability to communicate effectively both orally and in writing.
10. Ability to use interpersonal skills with tact, patience and courtesy.
11. Ability to establish and maintain cooperative and effective working relationships with others.
12. Ability to work confidentially with discretion.
13. Ability to meet schedules and timelines.
14. Ability to work independently with little direction.
15. Ability to analyze situations accurately and adopt an effective course of action.

APPLICATION MATERIALS:

1. A District application to be completed at www.fhdajobs.net (a paper application is available by visiting www.fhda.edu or by contacting Employment Services).
2. Resume of all work experience, formal education and training.
3. Cover letter addressing your qualifications for the position of Allied Health and Nursing Specialist.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Incomplete application packets will not be forwarded to the search committee for review.

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Application materials become the property of the District and will not be returned.

CONDITIONS OF EMPLOYMENT

Salary: \$1,746.95 per month plus benefits; level N-42

Position: Part-time (50%), Permanent, 10 months per year

Starting date: As soon as possible upon completion of the search process.

Please Note: Schedule will be determined upon hire.

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long-term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:

<http://hr.fhda.edu/benefits>

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

(650) 949-6217

Email: employment@fhda.edu

<http://www.fhda.edu>