

ECPI Greensboro – Program Director

Medical Careers Institute, ECPI University's College of Health Science is currently seeking a leader in the Medical Assisting profession to oversee our Medical Assisting program.

Responsibilities

Students

- Classroom instruction.
- Oversee the academic progression and graduation of students.
- Evaluate student progress and competency based on Medical Assisting program philosophy and objectives.
- Create and maintain an environment conducive to learning.
- Participate in the academic advisement and counseling of students.
- Provide opportunities for student and graduate evaluation of curriculum, teaching and program effectiveness.

Program

- Coordinate the development, implementation, evaluation, and revision of the Medical Assisting program curriculum.
- Document policies and procedures to ensure that the current code of ethics of the profession of Medical Assisting is adhered to.
- Prepare reports necessary for continued approval or accreditation of program.
- Evaluate textbooks, reference books and other teaching materials; recommend the purchase of supplies and equipment.

Faculty

- Hire, train, mentor and evaluate faculty.
- Conduct regular faculty meetings and in-services.
- Ensure faculty are current in licensure, certification and professional development

Professional Development

- Commit to ongoing professional development; ensure program faculty remain current in trends, issues and practices in the field, as well as effective teaching strategies and assessment methods.

Qualifications

Education/Experience

- Master's degree in the specialty field of teaching discipline from a regionally accredited educational institution is required.
- RMA or CMA.
- Minimum of two years practical work experience in field or a minimum of three years practical work experience in the subject field or a closely related field.
- Postsecondary teaching experience preferred.

Skills/Abilities

- Demonstrated leadership skills including the ability to manage in an academic organization.
- Demonstrated ability to handle multiple projects simultaneously with attention to detail and deadline
- Demonstrated experience with academic planning, including program development and innovation; strategic planning; and financial management
- Demonstrated commitment to diversity among students, faculty and staff
- Curriculum development
- Exceptional interpersonal skills, and excellent verbal and written communication skills
- Familiarity with regional accreditation process
- Ability to create and maintain relationships
- Motivated, self-starter and ability to work independently
- Problem-solving ability

ECPI University, with campuses in Virginia, North Carolina, South Carolina, Florida and Online, is a recognized leader in awarding STEM+H degrees through innovative delivery of education to meet the needs of military and new-traditional students. ECPI University offers Master's, Bachelor's, and Associate's degrees, and certification training in Technology, Health Science, Business, Criminal Justice and Culinary Arts. For over 50 years, ECPI University has been helping students achieve their educational and career goals in a hands-on, student-centered environment, while working collaboratively with employers to ensure our graduates have the knowledge and skills they need to be successful. Growth at our university creates the need for dynamic, caring professionals who are dedicated to making a difference in people's lives.

What does ECPI University have to offer?

- A focus on students and academic excellence
- Small class sizes
- Professional work environment
- Talented and committed co-workers
- An adult-focused accelerated schedule
- An opportunity to make a difference while expanding your knowledge, skills and professional network
- Competitive compensation & benefits plan

