

Classification	Director, Student Health Center
Grade	NC
Working Title	
FLSA Status	Exempt
Position Class Code	1M170
Full Time Part Time	Full Time
Educational and Experience Requirement	Bachelor's Degree in Public Administration, Hospital Administration, Public Health or related field. Master's desirable. Five years administrative/management experience or experience in related field. Experience in hospital/health clinic environment is preferred. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.
Nature & Purpose of Position	Administers all Health Clinic activities
Primary Responsibilities	Responsible for but not limited to the following duties: Plans, directs and supervises all administrative and operational activities of the Student Health facility to include coordination of all professional activities. Ensures Student Health facility operation is in compliance with University policies and directives from the Student Counseling and Health Services, as well as, all other pertinent regulations and laws governing such an operation. Acts as Account Manager with full responsibility for budgeting, programming and expending funds to support the professional and administrative activities of the Student Health Center. Responsible for acquisition and termination of all full time, part-time, and student employees. Prepares reports, correspondence, and maintains statistical data to include costs of the professional and nonprofessional staff, formulates operational policies and procedures. Provides leadership for educational programming of all employees. Develops administrative procedures within the Health Center including medical records maintenance and procedures for the control and release of confidential medical information. Administers the student insurance program. Responsible for the acquisition, purchase and security of medical and non medical supplies and equipment and the renovation, maintenance and security of buildings and grounds. Responsible for development and implementation of student health services programming. Responsible for department research and assessment initiatives. Serves on related University and external committees as required. Responsible for coordinating and devising plans for future growth of student health services. Performs other related duties as assigned.

Other Specifications	Contacts with other university departments, off campus vendors, students, other university, community and medical professionals. Contact with state and national agencies and organizations. This position may be designated as a Campus Security Authority (CSA).
Supervision Given and Received	Reports to the Executive Director for Student Counseling and Health Services. Provides Administrative supervision for all health center staff. The Chief Physician is responsible for all medical care and practice.

Title Information