

Director, Medical Laboratory Technology Program at Northwest Florida State College

Position:	Director, Medical Laboratory Technology Program
Department:	Medical Laboratory Technology Program
Hours:	Full-Time
Classification:	Administrative I
Salary:	\$68,821-\$84,684
Location:	Fort Walton Beach Campus
FLSA Status:	Exempt
Application Deadline:	Review of Applications will begin immediately. Position will remain open until filled.



Qualifications

- Master's degree in clinical laboratory sciences, medical laboratory sciences, Biology, or Microbiology.
- Current ASCP-BOC or ASCP-BOC generalist certification as a Medical Laboratory Scientist/Medical Technologist.
- Current Florida license as a Clinical Laboratory Technologist.
- Two years of work experience in the clinical/medical laboratory field.
- Three years of teaching experience.
- Demonstrated proficiency in written and oral communication.
- Demonstrated commitment to community involvement.

Duties and Responsibilities

- Assume leadership in organizing, administering, reviewing, developing, and assuring MLT program effectiveness.
- Evaluate MLT program goals, objectives, and educational outcomes for purposes of program operation and evaluation.
- Ensure compliance with the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) standards for accreditation; lead the faculty team in efforts to maintain program accreditation.
- Lead ongoing program curriculum development.
- Prepare and manage the program budget, requesting and maintaining supplies and equipment needed for instruction.
- Prepare internal and external documentation and administrative reports.
- Work with the MLT program's Practicum Education Coordinator to:
 - Ensure that current agreements with area health care facilities are in place to provide appropriate clinical learning sites for the MLT program.
 - Ensure that all students are in compliance with clinical health and safety requirements (immunizations, CPR, etc.).
- Coordinate instructional activities (theory and clinical) within the program and between other programs and departments of the college.

Duties and Responsibilities - *continued*

- Make recommendations and take appropriate action regarding MLT faculty/staff appointments, assignments, supervision, evaluation, and professional development activities.
- Supervise and assist with the admissions process and in recruiting, advising, and assisting students applying to and enrolled in the MLT program.
- Serve as liaison with local medical laboratory science professionals and the community on all matters pertaining to the MLT program.
- Schedule MLT Advisory Committee meetings, prepare program reports for committee members, and work with members to maintain currency and relevance in the MLT program.
- Provide excellence in classroom, laboratory, and/or clinical instruction in the MLT program.
- Evaluate students' progress in attaining goals and objectives.
- Work with the Director of Health Sciences Technician Programs to promote and improve the Phlebotomy certificate program.
- Serve on college work groups as assigned and support other college initiatives.
- Participate in commencement ceremonies.
- Complete mandatory compliance training.
- Perform other duties as assigned.

Benefits

- College paid health insurance for employee, dependent coverage at employee's expense
- College paid basic life insurance for employee, additional coverage for employee and/or dependents at employee's expense
- College paid retirement with 3% employee contribution to the Florida Retirement System (FRS)
- Optional dental and vision insurance at employee's expense
- Sick and Annual (Vacation) Leave accrual
- Time off for designated holidays, winter break, and spring break
- 36-hour work week
- Free tickets to designated Mattie Kelly Arts Center and Raider Athletic events

Apply Now

Provide a complete application package that includes **all** of the following:

- NWF State College Application
- Resume
- A cover letter explaining why you consider yourself qualified for this position
- Copies of unofficial transcripts. (*All degrees must be from a regionally-accredited postsecondary institution.*)

To apply for this position, please visit our website: <https://nwfsc.interviewexchange.com>, or Human Resources, Northwest Florida State College, 100 College Blvd., Niceville, FL 32578 (Tel. #850-729-5365). NWFSC offers an excellent fringe benefit package. If you are disabled and need accommodations in order to participate in the application/selection process, please notify Human Resources before the specified closeout date. All qualified persons will be considered on an equal basis. Any applicant's grievance should be addressed to the Human Resources Executive Director. Northwest Florida State College does not discriminate based on age, color, ethnicity, race, national origin, disability, marital status, pregnancy, religion, genetic information, sex, gender, or any other legally protected classification in its employment practices or its educational programs or activities. In accordance with the Americans with Disabilities Act, NWFSC strictly prohibits the discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms and conditions of employment. Preference will be given to eligible veterans and spouses of veterans for Career Service positions. NWFSC is an Equal Access/Equal Opportunity Institution and a Drug Free Workplace.

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