

## **Radiologic Technology Program Director Nursing and Health Sciences Division**

Position # 24-040 (Revised)

Exempt/Non-Classified/Salary Staff, temporary full-time, grant funded, benefits eligible position. Salary is commensurate with education and experience.

### **Benefits**

- Retirement plan with 6% mandatory every pay (biweekly) that is matched 100%
- Free \$10,000 life insurance policy
- Your choice of 7 different Health Insurance plans
- Dental, Vision, Hearing, Term Disability, Long & Short-Term Disability, Legal Insurance, Flexible Spending Accounts, Healthcare FSA, and Dependent Care FSA
- Annual and Sick leave
- Minimum 12 paid holidays per year
- WVU Parkersburg tuition waiver (if eligible) for an employee, employees' spouse or dependent of a full-time benefits eligible employee who is 24 years of age or younger

### **To Apply**

- Submit an Employment Application packet available at [www.wvup.edu/jobs](http://www.wvup.edu/jobs)
- If the position requires a degree, attach a scanned copy of your unofficial college transcripts with the Employment Application packet.
- WVUP is an Equal Opportunity/Affirmative Action Employer. Minorities/Veterans/Disabled Encouraged to Apply.

### **Function/Summary**

The Director of Radiologic Technology will assist the Dean with administration of the Radiology Technology program and will have some teaching duties. This is a 12-month non-classified, full-time exempt staff position.

### **Minimum Qualifications**

Education:

- Master's degree in radiologic technology or any related field.

Experience:

- One year experience as an instructor in a JCERT-accredited program.
- Three years clinical experience in the professional discipline.

Licensure:

- Must possess current American Registry of Radiologic Technologists (ARRT) certification and registration, or equivalent in radiography.

### **Knowledge, Skills & Abilities**

- Computer literate, especially with a variety of classroom technology
- Demonstrates use of advanced technology systems such as learning management systems or similar technologies.

- Excellent oral and written communication skills.
- Excellent organizational skills.
- Works effectively with colleagues and students and practices punctuality, respect for deadlines, collaborative problem solving, and honest communication.
- Builds trusting relationships by acting with integrity, courtesy, and responsibility.
- Meets all required standards of confidentiality and safety.
- Knowledge and ability to teach both theory and clinical skills.
- Ability to multi-task and work cooperatively with others.

**Duties/Responsibilities**

<b>Frequency:</b>	<b>Duties:</b>
<b>25%</b>	<p><b>Program Administration</b></p> <ul style="list-style-type: none"> <li>• Assists the dean with the overall administration of the radiology technology program. This includes assuring effective program operations, overseeing ongoing program accreditation and assessment processes, as well as participating in budget planning.</li> </ul>
<b>20%</b>	<p><b>Instructor</b></p> <ul style="list-style-type: none"> <li>• Participates in didactic and/or clinical instruction, instructing 12 credit hours as needed of theory and clinical skills.</li> </ul>
<b>15%</b>	<p><b>Quality Assurance</b></p> <ul style="list-style-type: none"> <li>• Monitors the quality of the radiology technology program by conducting regular evaluations, assessments, and reviews.</li> <li>• Identifies areas for improvement and implements strategies to enhance program quality.</li> <li>• Prepares reports that demonstrate compliance with accreditation standards.</li> <li>• Compiles and analyzes data related to student performance, faculty qualifications, program outcomes, and other evaluation criteria.</li> </ul>
<b>15%</b>	<p><b>Faculty Management</b></p> <ul style="list-style-type: none"> <li>• Assists the dean by overseeing the recruitment of radiology technology faculty members.</li> <li>• Provides guidance and support to faculty, promotes professional development opportunities, and ensures that faculty members are qualified and competent to deliver quality education.</li> <li>• Administers faculty evaluations to assess performance.</li> <li>• Prepares reports that assess faculty teaching effectiveness, scholarly activities, professional development, and adherence to program procedures.</li> </ul>
<b>10%</b>	<p><b>Curriculum Development</b></p> <ul style="list-style-type: none"> <li>• Assists the dean by collaborating with faculty members to develop and review the radiology technology curriculum. This involves assisting the faculty with designing courses, establishing learning objectives, and ensuring that the curriculum aligns with current nursing standards and best practices.</li> </ul>
<b>10%</b>	<p><b>Clinical Placement, Collaboration and Outreach</b></p>

	<ul style="list-style-type: none"><li>• Collaborates with healthcare institutions and clinical agencies to secure clinical placement opportunities for radiology technology students. This involves coordinating clinical rotations and ensuring that the student receives appropriate clinical experiences.</li><li>• Fosters relationships with external stakeholders, such as healthcare organization and regulatory bodies.</li></ul>
5%	<b>General</b> <ul style="list-style-type: none"><li>• Performs other duties as assigned.</li></ul>

**Posted**

05/13/2024 and will remain active until filled.