WV Parkersburg
West Virginia University.

Director, Surgical Technology (Revised)
Nursing & Health Sciences Division
Position # 24-020

Exempt/Non-Classified/Salary Staff, full time regular, 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 wavier (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
- WVUP is an Equal Opportunity/Affirmative Action Employer. Minorities/Veterans/Disabled Encouraged to Apply.

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

Minimum Qualifications

Education:
- Associates' degree in related health field

Experience:
- Minimum of five (5) years recent scrub experience, or five (5) years recent experience as an instructor in surgical technology, or a combination of both, within the past (10) years.
- OR equivalent of Education and Experience

Licensure:
- Current NCCA-approved credential in surgical technology (CST, CSFA, or CST/CSFA).
- Preferred: Successful college-level teaching experience is preferred, as well as prior effective use of technology in instructional delivery, and a willingness to deliver courses in all instructional modalities.
- Strongly preferred: Understanding and application of assessment practices.

Knowledge, Skills & Abilities
- Computer literate, especially with a variety of classroom technology
- Demonstrated use of advanced technology systems such as learning management systems or similar technologies.

- Good oral and written communication skills.
- Good organizational skills.
- Work effectively with colleagues and students and practice punctuality, respect for deadlines, collaborative problem solving, and honest communication.
- Build trusting relationships by acting with integrity, courtesy, and responsibility.
- Meet 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

Frequency:	Duties:
25%	**Program Administration** Assists the dean with the overall administration of the SurgTech program This includes developing and implementing procedures and guidelines for the program, ensuring compliance with regulatory requirements and maintaining accreditation standards.
20%	**Instructor** Instruct a reduced faculty load as needed of theory and clinical skills
15%	**Quality Assurance** Responsible for monitoring the quality of the SurgTech program by conducting regular evaluations, assessments, and reviews. Identifies areas for improvement and implements strategies to enhance program quality. Responsible for preparing reports that demonstrate compliance with accreditation standards. Responsible for compiling and analyzing data related to student performance, faculty qualifications, program outcomes, and other evaluation criteria.
15%	**Faculty Management** Assists the dean by overseeing the recruitment and evaluation of SurgTech faculty members. Provides guidance and support to faculty, promotes professional development opportunities, and ensures that faculty members are qualified and competent to deliver quality education. Responsible for evaluating faculty performance by conducting faculty evaluation and prepares reports that assess teaching effectiveness, scholarly activities, professional development, and adherence to program procedures.
10%	**Curriculum Development** Assists the dean by collaborating with faculty members to develop and review the SurgTech 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.
10%	**Clinical Placement, Collaboration and Outreach** Responsible for collaborating with healthcare institutions and clinical agencies to secure clinical placement opportunities for SurgTech students. This involves coordinating clinical rotations and ensuring that the student receive appropriate clinical experiences. Responsible for fostering relationships with external stakeholders, such as healthcare organization and regulatory bodies.
5%	**General** Performs other duties as assigned.

Posted

02/23/2024 and will remain active until filled.