

GORDON COLLEGE

Position Description

Title: Director of Program Development – Health Professions

Function: Under the direction of the Dean of Academic Initiatives and Global Education, the Director of Program Development – Health Profession will work closely with faculty in Biology & Kinesiology and professional staff in the Career & Connection Institute, Admissions, and College Communications. The Director will be responsible for strategic planning, relationship development, market research, web resources, advising, and additional activities and strategies that will expand Gordon College’s health professions programs.

Description of Duties and Tasks:

Essential Responsibilities:

Strategic Planning/Market Research

- Conduct research and market analyses to identify new and viable health-related programs
- Develop business model for identified programs and conduct program market assessment
- Develop new program proposals for consideration and evaluation by the President’s Cabinet
- Work with Advancement to identify and develop strategies to reach potential donors

Support & Strengthen the College’s Health Professions Programs

- Work with Career & Connection Institute (CCI) to develop support services and experiential opportunities for students in health professions major/concentrations
- Establish new clinical observation and learning sites
- Identify new and on-going internship sites
- Create processes and guidelines for assisting students with graduate and post-baccalaureate program applications
- Develop a health professions alumni network
- Manage and facilitate academic enrichment activities for students in health professions major/concentrations
- Identify and share best practices related to advising, coaching, and mentoring students for academic success in the Health Professions

Communication

- Work with Admissions and College Communications to better market and present the college’s Health Professions program to prospective and current students and other interested constituents, ensuring that the Health Professions website, print materials, email communications, etc. are continually monitored and updated.

- Serve as a liaison to assist and support academic departments with interests in the Health Professions (Biology, Kinesiology, Music, Psychology)
 - Propose strategies and ideas related to providing an undergraduate curriculum (e.g., curriculum development, curricular sequencing, course delivery) that meets the needs of students interested in Health Professions fields

Additional Tasks

- Performs additional tasks as requested by the Dean of Academic Initiatives & Global Education.

Required Knowledge, Skills, and Abilities:

In order to fully perform the above functions, the incumbent must possess the following knowledge, skills, and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. Must profess faith in Jesus Christ as Lord; must accept Gordon’s Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon’s Statement of Life and Conduct; and must work to advance Gordon’s mission through this position.
2. Demonstrates a mature, growing relationship with Jesus Christ.
3. MA/MS is required. Extensive experience working in higher education or in a health care or medical profession is required – experience in both is preferred.
4. Demonstrated ability to develop, manage, and implement complex projects or programs
5. Demonstrated analytical skills and independent judgment
6. Demonstrated ability to coordinate and work within diverse groups
7. Demonstrated ability to meet project deadlines, assess priorities, and operate in a flexible manner in order to meet the dynamic needs of the project
8. Excellent oral and written communication skills
9. Demonstrated success managing large-scale projects including setting goals
10. Diplomacy, tact, and ability to present compelling arguments
11. Ability to think strategically, set priorities and coordinate multiple tasks, build consensus, negotiate, work across boundaries, meet competing deadlines, and deliver results
12. Ability to effectively engage, relate to, and negotiate with faculty, administrators, and outside stakeholders
13. Strong program management, relationship- and network-building
14. Ability to develop and communicate big picture and long-term goals, foster an environment where innovative solutions and approaches are pursued

Position Code:

Grade:

FLSA Status: Exempt