

## **POSITION ANNOUNCEMENT**

**JOB TITLE:** Director of Student Health Services  
**POSITION CODE:** **BCAT:** 193X00  
**DEPARTMENT:** Student Health Services  
**SALARY RANGE:** Commensurate with qualifications and experience  
**APPLICATION DEADLINE:** August 31, 2008 or until the position is filled

### **QUALIFICATIONS:**

Masters degree in Nursing and administrative experience in a student health care setting or health care-related field required; current RN license to practice nursing in the state of Georgia; demonstrated strong clinical and supervisory skills and knowledge of privacy regulations; experience in fiscal and resource management, planning and controlling an operating budget; effective organizational and time management skills; ability to communicate effectively in English, both orally and in writing; experience in college health care setting, and the ability to work with academic and other student service areas in furthering a comprehensive health care program.

### **ILLUSTRATIVE EXAMPLES OF WORK:**

- Organizes health care for students at Albany State University
- Supervises Health Services Staff
- Works with the Consulting Physician in consultation sessions
- Assesses students to determine appropriate treatment or the need for referral
- Works an eight hour shift, five days a week; on call as needed 24 hours a day
- Plans and implements programs for health promotion and health maintenance
- Establishes policies and procedures for the operation of Health Services
- Responsible to the Division of Student Affairs and the Department of Fiscal Affairs for the operation and welfare of the Health Center
- Orders equipment and supplies and maintains inventory
- Sets Goals and Objectives for Student Health Services
- Reports to the Vice President of Enrollment Management and Student Affairs the needs and status of Student Health Services
- Submits annual report to the Vice President of Enrollment Management and Student Affairs
- Performs other duties, as required.

### **APPLICATION REQUIREMENTS:**

Current federal law requires identification and eligibility verification prior to employment. Only U.S. citizens and aliens authorized to work in the United States may be employed. In the event a degree is required, official transcripts will be necessary upon employment. Interested candidates should submit an application and resume:

**Human Resources Management  
Albany State University  
504 College Drive  
Albany, GA 31705**

**DD: 8/1/08**