State of Connecticut
JOB POSTING

WESTERN CONNECTICUT STATE UNIVERSITY
DANBURY, CONNECTICUT
EMPLOYMENT OPPORTUNITY

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

POSITION: Assistant Director of Health Services

OPEN TO: The Public

DEPARTMENT: Health Services

DATE POSITION AVAILABLE: ASAP

SALARY: $48,035 (minimum)

WORK HOURS: 35 hours per week

DATE POSTED: May 18, 2012

CLOSING DATE: June 8, 2012

JOB POSTING #: 00055888

LOCATION: Danbury, Connecticut

Western Connecticut State University is pleased to announce that applications are being accepted for an Assistant Director of Health Services. University Health Services provides quality primary and preventive health care in a culturally diverse context while striving to promote health awareness for our students and academic community. In addition to holding an ancillary role by providing clinical support to the Director and Advance Practice Nurse Practitioners (APRNs), the Assistant Director will assume an administrative role in the daily operations of University Health Services. This is a twelve (12) month position.

Specific responsibilities of the Assistant Director include responsibility for the annual State of Connecticut Immunization Report and State Vaccine For Children Program, as well as ordering and stocking all medical supplies, lab supplies, state vaccines and pharmaceuticals, medical record clearance of incoming students, reviewing mandatory athletic medical information, and summer student clearance, and processing State mandated immunizations and completing data entry. The Assistant Director is also responsible for training, interviewing, and scheduling student workers, attending committee meetings, Open Houses, Orientations to represent Health Services as needed and/or in the absence of the Director, and more.

Qualifications: A current CT RN license is required as is BCLS certification. Previous experience in Primary Care or Acute Care Medicine is preferred. The successful candidate will have the interest and ability to relate to college age students. S/he will be proficient in interpersonal relationships; have excellent verbal and written communication skills; and demonstrate the ability to manage multiple responsibilities, supervise staff, and exercise appropriate judgment and decision-making. S/he will be able to work autonomously as well as in collaboration with other members of the healthcare team or WCSU staff. Proficiency with Excel, Word, PowerPoint, and Outlook is preferred. Western Connecticut State University is a dynamic, diverse workplace and the ability to work with students, faculty and staff from diverse backgrounds and cultures is highly preferred.

Minimum Starting Salary: $48,035; A comprehensive benefits package is available. Additional information can be found on our website at www.wcsu.edu/hr/benefits/. Once on this website select the Administrative Faculty employment group.

Application Process: Interested candidates must electronically apply by sending a cover letter, resume, and contact information of three (3) professional references to hrpositions@wcsu.edu Attn. Mr. Fred Cratty, Director of Employee Relations. Please submit your materials in one (1) complete file (PDF or Word format only) and not via multiple attachments. Applications must be received by **Friday, June 8, 2012**.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.