



UNIVERSITY OF GREAT FALLS: SCHOOL OF HEALTH PROFESSIONS
Senior Director for Administrative Programs

The University of Great Falls is a four-year, private, Catholic liberal arts university with a main campus located in Great Falls, Montana offering both face to face and online programs. The University is committed to its mission of preparing students for living and making a living. Founded by the Sisters of Providence, the University is a ministry of Providence St. Joseph Health (PSJH) and continues to create academic programs to address current and future workforce needs for the healthcare system. Shared Providence values of respect, compassion, justice, excellence and stewardship shape the missions of both the University and PSJH. PSJH employs more than 100,000 caregivers in 50 hospitals in Alaska, Washington, Oregon, Montana, California, Texas and New Mexico. The University seeks a compassionate, dynamic, and professional Division Director for Administrative Programs for the School of Health Professions (SHP). Applicants must possess a personal philosophy compatible with a Catholic university environment.

- Job title:** Senior Director for Administrative Programs, School of Health Professions
- Reports to:** Vice President, School of Health Professions
- Supervises:** Academic faculty, Instructional Designers, & other support staff
- Wage category:** Full time, benefit-eligible, Salary
- Start Date:** July 5, 2017

Job summary

Under the direction of the Vice President for the School of Health Professions, the Senior Director for Administrative Programs (Division Director) is responsible to lead, plan, and develop administrative online academic programs (nonclinical programs) consistent with both current and future PSJH workforce needs and strategies. Current program examples include the Organizational Leadership/Healthcare Administration graduate program and the Applied Health Informatics Certificate program. This includes academic assessments and innovative evaluation methods to help assure high quality, nationally accredited administrative programs in seven states. The Senior Director is responsible for the recruitment, orientation and on-going professional development for all on-line university faculty within the SHP to help ensure a positive learning experience and environment is created for both students and faculty. The Senior Director is viewed as a respected leader and works collaboratively with key on-campus

departments to ensure systems are created to assure a seamless process from time of application through graduation for students. The Senior Director is a full-time Administrative, non-tenure position.

Key Relationships:

Reports to the Vice President, School of Health Professions. Works closely with the Dean of Nursing and Health Programs, Admissions Office, Registrar's Office, IT Department, Finance and other administrative staff within the School of Health Professions. The Senior Director works closely with key PSJH departments, including the Office of the Chief Nurse Officer. Interacts with PSJH staff at all levels of the organization, including key internal and external stakeholders and communities of interest.

KEY POSITION ACCOUNTABILITIES

- Provide leadership and strategic planning in the development and execution for academic administrative programs consistent with current and future PSJH workforce needs in partnership with the University.
- Accountable for programmatic collaboration within the University and PSJH, to envision, design, develop and measure academic administrative programs to include undergraduate, graduate and doctoral programs.
- Strong collaboration with the Dean of Nursing & Clinical Programs for all new programs and helps to ensure university systems are implemented to support existing and new programs.
- Responsible for developing program budgets. This also includes responsibility for creating the business plans for new programs, expanding existing programs and faculty recruitment proposals.
- Instrumental in identifying and co-leading innovative on-line learning management systems for the University, including key education partners within PSJH and IT.
- Responsible for the recruitment, orientation and on-going professional development for all on-line university faculty to help ensure a positive learning experience and environment is created for both students and faculty within the SHP.
- Lead the development and improvement of administrative academic programs, incorporating best practices, research, performance needs assessment and training assessments into the process of the design and delivery of programs and education.
- Provide direct and indirect oversight of day to day operations of all administrative programs and special projects.
- Provide direct management to faculty, instructional designers, managers, administrative staff and other support staff.
- Effectively represent the SHPs goals, strategies and interests internally and externally to the University.
- Ensure the School's activities are in accordance with the governance, policy and regulatory frameworks of the University.

Qualifications:**Education**

Earned doctorate in a higher education field (PhD, DNP or EdD) required.

Experience

The position requires a minimum of 7 years of progressive academic, teaching and leadership experience in a university setting.

Knowledge, Skills, and Abilities

- Proven leadership in the design, implementation and evaluation of academic and programs and projects.
- Proven experience with project management, process improvement, facilitation of groups, and directing the work of academic programs.
- Demonstrated organizational, interpersonal, and communications skills and the agility to manage shifting priorities are critical for success in this position.
- Excellent emotional intelligence and demonstrated success in leading and directing teams to successfully achieve goals and objectives.
- Networked in the academic arena and driven to bring best practices into academic systems and processes.
- Proven proficiency in Microsoft Office applications (outlook, Word, PowerPoint & Excel) and a working knowledge of other software programs (Banner).
- Independent judgment, decision making capacity, and the ability to make sound and supported recommendations to the Vice President for the School of Health Professions and other colleagues.
- Is reflective and instills trust through openness and honesty with others.
- Has self-knowledge of personal talents and non-talents and acknowledges and utilizes others for balance. Works with the team to ensure the same.
- Ability to work independently, with minimal supervision and excellent time management skills is required.

Typical physical activity

- Ability to lift 25 pounds on occasion
- Standing 10%, walking 10%, sitting 70%, driving 10%

Typical environmental conditions

Office environment; occasional outdoor activity during program orientations and annual events. Travel may involve driving in inclement weather on occasion and long work hours.

Travel requirements

Position may require 20% of time spent on travel that may include but is not limited to branch campuses, student face-to-face orientations and other meetings within and outside of MT.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed

as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

SEND TO: Dr. Victoria Hays, Chair for Nursing & Health Programs – Victoria.hays@ugf.edu
The RN-BSN Completion Program is nationally accredited by the Commission on Collegiate Nursing Education.

The University and Providence St. Joseph Health seeks to attract an active, culturally and academically diverse faculty of the highest caliber.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
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EMPLOYMENT PREFERENCE ACT