Manager, Emergency Medical Services Education/Lecturer

Below you will find the details for the position including any supplementary documentation and questions you should review before applying to the opening. To apply to the position, please click the Apply to this Job link/button.

If you would like to bookmark this position for later review, click on the Bookmark link. To email this position to a friend, click on the Email to a Friend link. If you would like to print a copy of this position for your records, click on the Print Preview link.

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Please see Special Instructions for more details.

List of References with contact information: Please submit a list of four references with contact information. Do not submit letters of reference.

NOTE: Please submit each item that is requested in its entirety. If you need assistance, please call HR for help prior to submitting your information and receiving a confirmation number. Once * required documents are attached, submit and confirm application.

Posting Details

Position Information

Position Number       AF208-12
Title of Position     Manager, Emergency Medical Services Education/Lecturer
Organizational Unit  Emergency Services Admin
Position Type         Administrative/Professional
Position Status       Full Time, Permanent

The Manager for Emergency Medical Services Education/Lecturer is the general manager of the Emergency Medical Services education program including all paramedic, EMT, first responder and CPR courses. This individual provides the vision and leadership necessary to meet the EMS community’s education needs and program performance requirements of the College. This includes financial and contract planning and management, supervision of technical assistant(s), long and short-term planning, meeting financial performance objectives, marketing, partner agency relations, customer support, developing and maintaining strong ties to the EMS community, ensuring compliance with regulatory agencies, identifying and leading new program development, student advising, and problem solving. The manager is also responsible for managing the program’s resources to optimize student learning. This position reports to the Dean of Public Safety Training Programs.

Examples of Duties

• Planning, budgeting, monitoring, revising and scheduling EMS educational offerings.
• Establish selection criteria, select, and supervise instructors for EMS courses.
• Provide for clinical, observation, and field training experiences where required.
• Maintain course enrollment and certification testing statistics for billing and reporting purposes.
• Ensure all certification programs are administered according to all specified requirements including the NYS Department of Health, Commission on Accreditation of Allied Health Education Programs, Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions, and the American Heart Association.
• Develop strong communication channels to a diverse EMS and College community.
• Leadership of the EMS team.
• Supervise professional staff.
• Integrate the EMS program into the community including attendance and participation at state, regional and local EMS meetings.
• Create and promote new programs.
• Represent the PSTC and its programs, disseminate program information, and determine customer training/educational needs.
• Focus communications between the medical communities; in particular, the course medical director and EMS programs.
- Provide for administration of all NYS Department of Health EMS certification examinations.
- Ensure consistent instruction within programs.
- Conduct post course reviews with instructors and students.
- Provide medical care to students, staff and visitors at the PSTF.
- Perform other functions as assigned by the Dean.
- Support a diverse college community.
- Advise students in the EMS Certificate and Degree programs.

**Required Qualifications**
- Bachelor’s degree from an accredited institution.
- Currently certified paramedic (If not New York State certified, must obtain NYS certification within three months of hire).
- NYS Department of Health EMS Instructor/Coordinator certification or demonstrated experience and knowledge in education. If not NYS DOH CIC, must obtain that certification within 24 months.
- Ability to maintain a customer focus.
- Strong financial management/planning skills, including both revenue and expense.
- Demonstrated supervisory and management experience.
- Ability to formulate a vision and lead others to share in it.
- Ability to apply a systems approach to operations and problem solving.
- Successful team leader.
- Effective communication skills: group, interpersonal, presentation, speaking, and writing.
- Proficiency with technology; computer literacy.

**Preferred Qualifications**
- Master’s Degree from an accredited institution.

**Posting Date**
- 06/29/2012

**To be fully considered, supply all requested documents by this date**
- 07/13/2012

**Special instructions regarding transcripts**

Unofficial transcripts are required for the application process. To attach multiple transcripts electronically, please scan as a single document and attach. It is not possible to attach multiple transcripts separately. If you are not able to attach unofficial copies electronically, please certify and submit your application without them. Follow up by either mailing unofficial copies to Human Resources, Monroe Community College, 1000 E Henrietta Rd., Rochester, NY 14623 or faxing them to: 585-292-3843. Human Resources will scan the transcripts and attach them to your application after you have certified and submitted your application. Once they are attached, the transcripts will be available for future postings you may be interested in applying to. (If you are a current MCC employee and believe transcripts are in your personnel file, please call our office to request the transcripts be scanned and attached to your certified application.)

Official transcript(s) are required upon hire.

All transcripts should show: student name, institution attended, courses taken, grades received and degree conferred if applicable.

**Special Instructions to Applicants**

NOTE: Please submit each item that is requested in its entirety. If you need assistance, please call HR for help prior to submitting your information and receiving a confirmation number. Once * required documents are attached, submit and confirm application.

**Posting Specific Questions**

Required fields are indicated with an asterisk (*).

1. * Do you have a Bachelor’s degree or higher from an accredited institution?
   - Yes
   - No

**Applicant Documents**

**Required Documents**

1. Cover Letter
2. Resume/CV
3. List of References With Contact Information
4. Philosophy of the Role of Community College

Optional Documents

1. Unofficial Transcript (Please see special instructions regarding transcripts)