



EMPLOYMENT VACANCY

POSITION:	Program Instructor/Coordinator Surgical Technology
GENERAL PURPOSE:	To provide excellent program coordination and instruction within the Surgical Technology Program.
REPORTS TO:	Director Allied Health Programs
STARTING DATE:	July 1, 2019
JOB PRIORITIES:	Carry out functions related to Adult Education Instructor/Coordinator within the Allied Health Department with highest professionalism to include but not limited to: Organization, administration, continuous review, planning, development, and general effectiveness of the program according to ARC/STSA standards and the Ohio Department of Higher Education and Commission on Occupational Education; Identify program priorities through leadership of an active Surgical Technology advisory board; Maintain accreditation status through CAAHEP and ARC/STSA and to serve internal and external customers with highest quality communication, respect and service.
COMPETENCIES:	Evidence of strong skills in planning, meeting deadlines, and working with a team of professionals to achieve measurable results related to delivery of curriculum, student success in program completion and certification obtainment. Organizational and time-management skills, keen attention to detail, high initiative and self-direction, ability to multi-task, tolerance for stress and interruptions, ability to maintain confidentiality, pride in workmanship; committed to making and keeping EHOVE an exceptional community organization, committed to improvement and maintaining positive relationships with clinical facilities.
QUALIFICATIONS:	<ul style="list-style-type: none">* National Certification CST* Five years current operating room experience in the scrub role, and/or Five years current experience as an instructor in Surgical Technology or combination of both.*1 year experience in post-secondary education or secondary career-technical education preferred*Minimum Associate Degree required*Demonstrates a record free of criminal violations that would prohibit public school employment
SALARY:	Negotiable Based on Experience

WORK WEEK:	220 Day Contract /some summer months required. Monday through Friday (8 am-4 pm)
APPLICATION DEADLINE:	June 1, 2019 <i>(or until filled)</i>
HOW TO APPLY:	Submit cover letter, EHOVE application and resume to : (Applications available on our website: www.ehove.net) Adult Education Office EHOVE Career Center c/o Janet Ballard, Med., BSN, RN 316 West Mason Road Milan, OH 44846 jballard@ehove.net 419.499.4663 or 419.627.9665 ext. 279 ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED
DATE POSTED:	April 25, 2019

**EHOVE Career Center
316 West Mason Road
Milan, OH 44846**

☐ 419.499.4663 or 419.627.9665 ☐ Fax: 419.499.4076 ☐ www.ehove.net

AN EQUAL OPPORTUNITY EMPLOYER