



PROJECT DIRECTOR, HEALTH INFORMATION TECHNOLOGY NON-BARGAINING UNIT

GRADE 14

BASIC FUNCTION

To implement, oversee and manage the CCV Health Information Technology programs under the Community College Consortia to Educate Information Technology Professionals in Healthcare grant.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Plan, implement, oversee, monitor and evaluate the major activities of a two-year grant to provide training in three key positions needed to establish or expand health information technology (HIT) systems in Vermont in conjunction with the academic policies and activities of the Community College of Vermont and the Vermont State Colleges.
- Review and revise curricula to determine credit equivalencies, contact hours and appropriate sequencing.
- Monitor student areas such as inquiries, assessment, enrollment and retention; develop and oversee recruitment strategies; oversee financial aid assistance for students; and deal with a variety of other student issues as needed.
- Hire, train, evaluate and supervise faculty.
- Manage the provision of facilities for classrooms, laboratories, online courses, library and other functions.
- Establish internships statewide, develop and maintain systems for coordinating and tracking statewide job placement, and provide career advising in collaboration with healthcare and information technology communities in Vermont.
- Establish and maintain agreements with healthcare and information technology partners, secondary and technical schools, colleges and universities, cooperating agencies, community groups, state and national advisory boards and others as needed.
- Establish program policies and standards for admission, successful progress, graduation, and conferring of certificates of completion.
- Develop and administer the statewide program operating budget, including: implement controls for the management and disbursement of program funds, prepare and maintain financial reports as needed.
- Prepare a variety of administrative and management reports relating to statewide program activities, data, financial and other informational areas.
- Confer regularly with CCV and VSC Administrators to plan and evaluate program goals, exchange information and resolve problems.
- Stay abreast of current developments and trends in the field of health information technology through professional development opportunities; serve on related committees

and/or boards and participate in state, regional and national affiliations in the best interest of the program.

- Perform other duties as assigned.

SUPERVISION RECEIVED

Direction is received from the Director of Allied Health Programs.

SUPERVISION EXERCISED

Administrative leadership for part time faculty.

MINIMUM QUALIFICATIONS

The qualified candidate will have a master's degree and at least 2 years of relevant experience in the field or a combination of education and experience from which comparable knowledge and skills are acquired.

- Strong knowledge and skills related to health information and/or information technology practices, theories and methods;
- Excellent skills in interpersonal and written communication, and computer technology;
- Excellent organizational, administrative and budget management skills;
- Ability to design, implement and evaluate program objectives, activities and assessment;
- Ability to provide leadership, communicate and deal effectively with, and represent the statewide health information technology programs to the college, health care, information technology, and student communities, and a wide range of individuals throughout the State; and
- Knowledge of complex and emerging data management systems.
- Some travel is required. Must have valid driver's license and own transportation.
- Experience with outreach and curriculum development is desirable

This general outline illustrates the type of work, which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.