Director, Student Health Center

Job Code 00001143

General Description
Responsible for managing facilities, human resources, and services for a student health center which provides clinical, laboratory, radiology, pharmacy services and health education/promotion.

Examples of Duties
Develop and administer an annual budget.
Interview, hire, train, discipline, schedule and supervise employees.
Ensure compliance with all applicable medical, clinical, laboratory, radiology, pharmacy, and personnel laws, as well as University policies and procedures.
Assess services and monitor effects of any changes implemented.
Respond to complaints regarding staff or services.
Respond to media inquiries by providing newspaper, radio and television interviews.
Develop and implement long range strategic plan for Student Health Center.
Prepare an annual report on major accomplishments and activities of the Student Health Center.
Provide consultation services to other departments on medical matters.
Edit correspondence and articles for publication prepared by others.
Write articles concerning health issues.
Ensure compliance with OSHA regulations.
Represent Student Health Center at Student Affairs Council.
Review requests from Residence Life concerning contract exemptions based on medical need.
Diagnose and manage medical problems in patients.
Monitor laboratory operations in official role as the laboratory director as required by CLIA.
Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: Medical disease processes and their treatment; medical, laboratory, radiology, pharmacy and personnel laws; State and federal regulations; Medical Practice Act; Blood borne pathogens standards; basic accounting principles.

Skill in: Effectively communicating with staff, patients and administrators; mediating disputes and handling disgruntled staff/patients; basic office computer use.

Ability to: Read complex and technical materials; write medical notes, planning and budget reports, health articles, policies and medical correspondence; perform intermediate math and measure accurately; make presentations, before small and large audiences; interpret lab, x-rays, and EKGs; deal with disgruntled patients, parents and employees; effectively respond to media inquiries; manage human and financial resources; prioritize workloads; supervise staff.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills and abilities.
**Other Requirements**
Texas Medical License, DEA permit, DPS License to dispense controlled substances, Basic Cardiac Life Support Certification.