



Job Description

Job Title:	Program Administrator (HIT Grant)	Grade:	L
Department:	Health Science	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Market the On-line Learning Medical Health Information Program to prospective students with IT and Health Care backgrounds across twenty-three counties in North Carolina. Recruit and place 150 students each year for the ONC HIT Grant project

Characteristic Duties and Responsibilities:

1. Recruit students for On-line Learning Medical Health Information Program.
2. Job placement/internships for graduates/students into the program.
3. Travel across twenty-three counties to form partnerships with healthcare facilities.
4. Establish internships and employment opportunities through collaborative efforts with healthcare facilities.
5. Performs other duties as assigned.

Reporting Relationships:

Direction Received: Reports to Project Director
Direction Given: No Authority or supervision of other employees

Minimum Requirements:

Requires broad knowledge of basic theories and principles, concepts and methodology of general professional field typically acquired through completion of an associate's degree in Health Information Technology from an accredited institution, bachelor's degree preferred. Two to four years of work experience in the area of Health Information Technology. Valid NC Driver's license required.



Job Description

Job Title:	Program Administrator (HIT Grant)	Grade:	L
Department:	Health Science	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

Knowledge, Skills, Abilities and Worker Characteristics:

Excellent communication skills, written and verbal

Knowledge of student placement process and requirements

Knowledge of computer infrastructure and basic software relating to healthcare

Knowledge of institutional mission, goals and strategies

Ability to work with individuals from diverse backgrounds

Working Conditions:

Typical office environment