Job Posting

Health Science Programs Assistant

Date Posted: 10/19/2022
End Date: Until Filled

Cisco College is accepting resume packages for the position of Health Science Programs Assistant. The Health Sciences Assistant is responsible to the Director of Health Science Programs and works with the Health Sciences Counselor and with the program directors for the Pharmacy Technician, Respiratory Care and Surgical Technology programs. Will have responsibility for the management of the departmental office. Process applications for the Health Science Programs, maintain student files, assists directors in ordering and maintaining supplies and equipment, responds to telephone and e-mail regarding inquires about programs, assists programs with marketing and publication efforts.

A full job description is listed separately. This is a full time position with a generous benefit package. Benefits are listed on the Cisco College Website under the Employment section.

A complete resume package includes a completed and signed Cisco College Application (located on the Employment Page of our website at www.cisco.edu), cover letter, resume, and unofficial copies of transcripts. Please ensure all required documents are included with your submission as incomplete packages will be returned unprocessed.

Complete resume packages may be submitted to the following address or email:

Laurie Kincannon
Director of Human Resources
Cisco College
101 College Heights
Cisco, Texas 76437
Office: 254-442-5121
humanresources@cisco.edu

Cisco College is an Equal Opportunity Employee
Job Title: Health Science Programs Assistant
Reports to: Director of Health Science Programs
Updated: October 19, 2022

Job Summary

The Health Sciences Assistant is responsible to the Director of Health Science Programs and works with the Health Sciences Counselor and with the program directors for the Pharmacy Technician, Respiratory Care and Surgical Technology programs. Will have responsibility for the management of the departmental office. Process applications for the Health Science Programs, maintain student files, assists directors in ordering and maintaining supplies and equipment, responds to telephone and e-mail regarding inquires about programs, assists programs with marketing and publication efforts.

The Health Sciences Assistant will be expected to accomplish assigned duties in an efficient, effective and competent manner, and to strive for improvement and excellence in all work performed. Additionally, Cisco College employees are asked to demonstrate a commitment to the comprehensive role of the community college as stated in the college mission, and to cooperate and work harmoniously with college personnel and the public. All Cisco College employees are expected to follow college policies, rules, regulations, and guidelines that relate to the specific position.

Primary Duties

1. Accounts Payable
   - Process all departmental requisitions, keeping a record of expenditures by budget category, facilitating review and approval of employee expense reports.

2. Student Applications & Advising
   - Process all applications for the Health Science programs, correspond with applicants as necessary, schedule appointments. Process application folders for completion and selection process. Organize applicant interviews.
   - Provide support to the Health Sciences counselor by assisting returning students with advising & scheduling.

3. Programs Accreditation Documents
   - Assist with Annual Reports, Self-Studies and Site Visits. Maintain calendar of reporting and other accreditation dates.
   - Filing of Student Records and Paperwork
     - Competencies
     - Clinical Notebooks
     - Laboratory Notebooks
     - Exams, Quizzes
   - Maintenance of Graduate and Employer Survey
   - Assist with Advisory Committee (letters, minutes)
4. **Program Marketing & Publications**
   - Create and update program marketing or event publications such as flyers, graduation programs, advising documents, mailers. Assist marketing department with complex projects and maintaining program websites.
   - Assist directors with creation, updates, and publication of program handbooks and program costs sheets. Maintain program publication archives.

5. **Administrative support for Director of Health Sciences**
   - Office management, correspondence and communication, scheduling, filing, etc.
   - Input and review course schedules.
   - Ensure program dates are communicated to the college and public and included on the college calendar.

6. **Other Duties as Assigned**

**Minimum Qualifications**
1. Previous office experience
2. Previous computer experience
3. Previous use of MSOffice Suite
4. Experience with design or creation/creative software such Adobe Creative Cloud, InDesign, Microsoft Publisher.
5. Effective verbal and written communication skills
6. Documented professionalism and organizational skills.

**Preferred Qualifications**
1. Associates Degree
2. Prior experience working in the Health Sciences industry, business, and/or college campus.