



Savannah State University Position Description – Director Administrative – Health Services

POSITION DESCRIPTION

Position Title: Director Administrative – Health Services FLSA Status: Exempt
Reports to: VP-Student Affairs
Department: Health Services
Date Prepared: June 2003

BASIC FUNCTION

This position provides direction, supervision of staff, program development, and oversight of the on campus Student Health Center. The Director provides support and recommendations to all programs aimed at treating illness and preventing the affects of illness and disease.

NATURE & SCOPE

Reporting to the VP of Student Affairs, the director is authorized to make decisions regarding program development and nursing care. Decisions involving the medical practice application are referred to others before taking action. The health team provides treatment for minor illness. This position works closely with the Chatham County Health Department and department of Family/Children Services, area hospitals, students and student affairs staff in carrying out various projects.

This position has the latitude to consider alternatives within a number of established procedures and standards in making decisions and solving problems.

Because of the changing priorities and differing situations encountered daily by the position, the incumbent must be flexible and creative in determining appropriate procedures and standards to apply to making decisions. The incumbent in this position must maintain effective community and on campus relationships to accomplish desired results.

One of the key objectives is working with the community health plan programs to ensure that appropriate programs are provided on site for students, faculty, and staff while helping to keep the cost of services affordable to students.

The University doesn't have a school of Physical Health, however many of the providers of community programs are area Health Care providers. The incumbent is included on planning and must contact other University faculty or staff when appropriate.

PRINCIPAL ACCOUNTABILITIES

- Responsible for the supervision of staff and student health promotion programs.
- Develops programs and services aimed at providing the optimal variety and quality of programs to students.
- Provides direct care to students in the form of physical assessments, nursing care, and behavioral health counsel.
- Collaborates with health related programs and providers in the surrounding community

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires a college degree.