

## **Director of Student Health Center Operations**

- Be responsible for strategic leadership, management and day-to-day operations and administration of the student health center.
- Maintain high communication with all healthcare team members and campus administration. Grow the efficiency of existing processes to enhance and sustain the student health center operation.

### **Job Duties:**

- Manage campus wide prevention and wellness initiatives.
- Update and maintain policies and procedures for the health center.
- Maintain the budget annually.
- Hold and attend staff meetings.
- Facilitate interdepartmental communication and decision making.
- Work with internal and external partners for health-related events.
- Maintain and enhance institutional relationships with state, county and local healthcare resources.
- Advise and aid administration regarding healthcare issues and policies related to students and employees and regarding surveillance of potential and actual public health threats to the campus community.
- Maintain and update licensures and staff training.
- Maintain and enhance institutional relationships on clinical care and administration of office personnel and maintain quality care measures.
- Reports to the Vice President for Student Success and Enrollment Management.

### **Qualifications:**

- Hold a Masters in business, management, administration, or any healthcare related field.
- Strong leadership, interpersonal, communication and critical thinking skills.
- Highly organized, detail oriented and able to manage multiple projects at a time.
- Must be proficient in use of common office software programs (Word, Excel, etc.,)
- Knowledge of best practices and standards in college health is helpful but not mandatory.
- Experience in healthcare is helpful but not required.

### **Requirements:**

- Masters in business, management, administration, or any healthcare related field.
- Strong leadership, interpersonal, communication and critical thinking skills.
- Highly organized, detail oriented and able to manage multiple projects at a time.
- Must be proficient in use of common office software programs (Word, Excel, etc.,)

### **How to Apply**

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Please submit a cover letter, resume, and a completed Application for Educational Support Staff Employment either via email at [HROFFICE@hamptonu.edu](mailto:HROFFICE@hamptonu.edu) or fax to (757) 727-5969:

Office of Human Resources  
Hampton University  
Hampton, VA 23668

*\*\*No phone calls*

*\*\*Incomplete applications will not be considered*

### **Forms:**

Visit [Human Resources – Hampton University Human Resources](#) to retrieve the educational support staff employment application and other supplemental application materials.