



## Surgical Technology Program Coordinator (VLD)

**CAMPUS:** Valdosta Campus

**STATUS:** Full-time

**POSTING TYPE:** Regular Posting

The Surgical Technology Program Coordinator will be responsible for the execution of the program standards of an accredited program of study to include, but not limited to: the administration, organization, and supervision of the program, continuous quality review and improvement of the program, long range planning and ongoing development of the program, orientation/training and supervision of clinical and field internship preceptors if applicable, implement and follow-up of directives issued by Deans/Assistant Deans, budget planning and oversight, maintain area booklist, review and ensure accuracy of semester syllabi, collaborate with the Dean/Assistant Dean on projects and department initiatives, investigate and recommend to Dean/Assistant Dean decisions regarding academic appeals made by students enrolled in course(s), assist and meet deadlines for national industry certification, and complete special projects. The Program Coordinator is responsible for participation in an ARC/STSA sponsored Accreditation Fundamentals for Educators workshop within one year of appointment. Additionally, the program coordinator must also participate in an ARC/STSA sponsored accreditation workshop at least once every five years. The Program Coordinator also must pursue ongoing formal training designed to maintain and upgrade his/her professional, instructional, and administrative capabilities.

**\*\*Position includes variable hours and travel. The position also includes clinical supervision of students. Requirements include ensuring a safe and healthy work environment by complying with college health and safety policies, standard practices in maintaining occupational health and safety legislation and regulations.**

*Wiregrass Georgia Technical College seeks to recruit, hire, and retain faculty and staff who display a willingness to support students of underrepresented gender and minority groups, as well as students with disabilities. All employees of the college are required to participate fully in the realization of equity in recruitment, enrollment, retention, graduation, and placement of students enrolled or who seek to become enrolled in programs at the college, with a special emphasis on nontraditional program participants.*

**Reasonable Accommodations Statement:** To perform the duties of this position successfully, the incumbent must have the appropriate work experience, hold the appropriate certification and credentials, and be able to perform each key position duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Please contact [humanresources@wiregrass.edu](mailto:humanresources@wiregrass.edu) to request accommodations.

### SUMMARY OF WORKING CONDITIONS

- Equipment Used: Standard office equipment, Regular use of college owned or personal vehicle for performance of duties, Various types of advanced in-field equipment as required by academic program and accreditation standards, Various types of in-field related equipment.
- Working Conditions: Category I - High probability of exposure to hazardous chemicals/pathogens. Probability of working beyond the normal shift, but not frequently. Periodic travel between major Wiregrass campuses and satellite sites.

### MINIMUM QUALIFICATIONS

An Associate's Degree in any field or discipline; five (5) years of current experience in the operating room in the scrub role or five (5) years of current experience as an instructor of surgical technology or a combination of both; demonstrate proficiency in instructional methodology, curriculum design, and program planning; possess a credential in the field of surgical technology through a national certification program that is accredited by the national Commission on Certifying Agencies (NCCA). Depending on clinical site requirements, the successful candidate may be required to undergo a Drug Screen and Physical Examination with satisfactory results.

## PREFERRED QUALIFICATIONS

In addition to meeting all other minimum qualifications, the highly desired candidate will possess one or more of the following: Experience as a surgical technology program coordinator or director; experience in post secondary education; experience with CAAHEP ARC/STSA accreditation processes, standards and guidelines.

## SALARY/BENEFITS

Salary is commensurate upon qualifications and experience. This position is full-time and includes standard State of GA benefits such as leave accrual, options for health & other supplemental benefits, and retirement. This position may qualify the successful candidate for the Public Service Loan Forgiveness Program. *This position is funded in whole or in part by State/Local/Tuition funds.*

## BACKGROUND INVESTIGATIONS

Pursuant to college policy, a thorough background investigation, including a criminal history records check and employment history reference checks will be performed for all candidates offered employment. Other checks such as Motor Vehicle Records may be conducted for any candidate receiving an offer, as well as internal candidates prior to being promoted or transferred into a position with the college. **Other Required Tests: During the course of employment, incumbents in this position may be required to supervise students at an external clinical site or other medical facility as a condition of employment. Based on this assignment, the incumbent may be required to undergo and receive a negative finding/result on a ten (10) panel drug test BEFORE placement.**

Should a candidate be chosen for a 2nd interview, references which support prior work history and employment experience will be contacted. Please note that some employers charge a processing fee to complete employment verifications. If a former employer requires payment to complete employment verification forms, this fee must be paid by the candidate. For positions requiring official transcripts, the candidate will be responsible for ordering and payment for these transcripts. Wiregrass is responsible for payments for criminal history searches, MVR searches, credit checks, and other items listed in the required tests portion above.

## APPLICANT INSTRUCTIONS/INFORMATION

**Application Deadline: Thursday, December 12, 2024 or Until Filled**

All application packets MUST be completed via the Online Job Center at <https://www.wiregrass.edu/about/employment>. As a part of the application process, interested candidates may also be required to upload other documents such as a resume, transcripts, etc (see job center listing for more details). This posting will be removed from the Online Job Center on the date posted above. For more information regarding this position or application instructions, please contact the Human Resources Office at (229) 333-5356 or [humanresources@wiregrass.edu](mailto:humanresources@wiregrass.edu).

### EQUAL OPPORTUNITY EMPLOYER STATEMENT

As set forth in its student catalog, Wiregrass Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). Any violation or questions may be directed to: Shalonda Sanders, Title IX Coordinator (all campuses), Associate Vice President for Human Resources, Valdosta Campus, Brooks Hall, Room Rm. 548, (229) 333-5356 or [shalonda.sanders@wiregrass.edu](mailto:shalonda.sanders@wiregrass.edu); OR Katrina Royal, Student ADA Section 504 Coordinator (all campuses), Special Populations and Tutoring Services, Valdosta Campus, Berrien Hall, Room 100, (229) 333-2100 ext. 1236 or [katrina.royal@wiregrass.edu](mailto:katrina.royal@wiregrass.edu) \*student ADA student disability claims only. Telephone numbers are accessible to persons who are deaf or hard of hearing through the Georgia Relay by dialing 711 or 1-800-255-0056 from a TTY/TDD.