



## EMPLOYMENT VACANCY – ADULT EDUCATION

<b>POSITION:</b>	Adult Education Instructor -- Surgical Technology
<b>GENERAL PURPOSE:</b>	To provide excellent program coordination and instruction within the Adult Education Surgical Technology program.
<b>REPORTS TO:</b>	Surgical Technology Program Coordinator
<b>STARTING DATE:</b>	TBD, anticipating April 2017
<b>JOB PRIORITIES:</b>	Carry out functions related to Adult Education Instructor/Coordinator within the Allied Health Department with the highest professionalism. Functions include, but are not limited to,: organization, administration, continuous review, planning, development, and general effectiveness of the program according to ARC/STSA standards and the Ohio Department of Higher Education; identification of program priorities through leadership of an active Surgical Technology advisory board; maintenance of accreditation status through CAAHEP and ARC/STSA and high quality service of internal and external customers.
<b>COMPETENCIES:</b>	Evidence of strong skills in planning, meeting deadlines, and working with a team of professionals to achieve measurable results related to delivery of curriculum, student success in program completion and certification obtainment. Organizational and time-management skills, keen attention to detail, high initiative and self-direction, ability to multi-task, tolerance for stress and interruptions, ability to maintain confidentiality, pride in workmanship; committed to making and keeping EHOVE an exceptional community organization, committed to improvement and maintaining positive relationships with clinical facilities.
<b>QUALIFICATIONS:</b>	<ul style="list-style-type: none"><li>*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). (Required for Clinical Coordinator portion)</li><li>*Minimum total of five years of experience, either in the operating room scrub role or as an instructor in surgical technology, or a combination of both, within the past ten years.</li><li>*Possess an Associate's Degree or greater.</li><li>*Possess proficiency in instructional methodology, curriculum design, and program planning.</li><li>*Documentation of a clear criminal record (BCI/FBI)</li></ul>
<b>SALARY / BENEFITS:</b>	Salary Negotiable Based on Experience Benefits Package

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<b>WORK WEEK:</b>	Monday-Friday/184 day contract with some summer months.
<b>APPLICATION DEADLINE:</b>	March 23, 2017, or until filled
<b>HOW TO APPLY:</b>	Submit cover letter, EHOVE application and resume to : (Applications available on our website: <a href="http://www.ehove.net">www.ehove.net</a> click on Career Link, Job Seekers, EHOVE Certified Job Application.)  Adult Education Office EHOVE Career Center c/o Laura Dowdell Assistant Adult Education Director 316 West Mason Road Milan, OH 44846 419.499.4663 ext 291 ldowdell@ehove.net  ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED
<b>DATE POSTED:</b>	March 9, 2017

**EHOVE Career Center  
316 West Mason Road  
Milan, OH 44846**

☐ 419.499.4663 or 419.627.9665 ☐ Fax: 419.499.4076 ☐ [www.ehove.net](http://www.ehove.net)

**AN EQUAL OPPORTUNITY EMPLOYER**