**Position Title:** Health Information and Informatics Management Program Director  
**Reports To:** Allied Health Division Heads  
**Classification:** Exempt  
**WC Code:** 8869  
**Job Type:** Third level Administrator

**Major Responsibilities:** The director for the Health Information and Informatics Management (HIIM) Program will be responsible for acquiring and maintaining HIIM programmatic accreditation through the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), program leadership, and management to ensure compliance with the standards dictated by CAHIIM for this program. The HIIM program Director will also be responsible for the budgeting, curriculum development, supervision of faculty and staff, recruitment, scheduling classes, accreditation, and teaching.

**Specific Duties and Responsibilities:**

The HIIM Program Director will be responsible for:

1. Reading, understanding, and complying with the University’s mission, the catalog, the University’s policies and procedures, the Faculty, Staff and Student Handbooks and the institutional effectiveness process.
2. Developing the self-study to be presented to CAHIIM in order to obtain programmatic accreditation; understanding the CAHIIM accreditation standards and apply them to the program to ensure its approval, while maintaining compliance with State regulations.
3. Ensuring that the program is in compliance with CAHIIM standards and SACS-COC principles.
4. Performing instructional duties as assigned as outlined in the Faculty job description and in accordance with the provisions of FNU’s Faculty and Employee Handbook.
5. Selecting and developing the Program Advisory Board.
6. Participating in faculty development as required.
7. Selecting, training, developing, managing, and leading regular and adjunct faculty according to the guidelines provided by the Allied Health Division Head and the VP of Academic Affairs, and in accordance with FNU’s policies and procedures.
8. Effectively administering and grows the assigned academic program including curriculum development, student registration/advisement, community relations and campus relations.
9. Supporting college programs designed to achieve student completion rates as outlined in the five year strategic plan.
10. Collaborating with other Academic Program Directors within own school and across schools and with the Allied Health Division Head: scheduling, sharing faculty, curriculum and other.
11. Contributing to client relations and community education activities.
12. Working with and developing the Admissions Representatives in each campus to promote campus enrollment.
13. Ensures sufficient number of clinical facilities and maintains communications/relations.
14. Participating in the University Curriculum Committee.
15. Presenting the University Curriculum Committee with all curricula changes for the academic programs under his/her division, after proper research and acceptance among the members of the division, providing: a) academic reasons for the change, b) cost feasibility study, and c) demographic studies of section of the student body affected.
16. Other responsibilities as determined by the Allied Health Division Head and the VP of Academic Affairs.
17. Ensuring the completion and timely submission of all documentation and reports required by the CAHIIM.
18. Participating in all the CAHIIM meetings and conferences.

In addition to the above primary duties, the HIIM Program Director will:
1. Develop and oversee a system to ensure that the graduating students work with the Placement Office on each campus and that they are placed in field upon graduation.
2. Work with the Library Director to ensure that the needs of the program are met.
3. Assist the Campus librarians to ensure that the library and resource room have enough reference materials and learning resources for the division.
4. Prepare the functional budget of the department.
5. Keep abreast of the physical needs of the division and strives to maintain all the necessary equipment and supplies.
6. Participate in the self-studies and committees conducted by the University.
7. Support and participate in University Commencement Ceremonies.
8. Perform other duties as assigned.
9. Respond to communications (e-mail/voice-mail) on a daily basis.

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be construed as an exhaustive list of all tasks, duties, skills and/or responsibilities required for this position in each Campus at all times. Tasks, duties, skills and/or responsibilities may vary from individual to individual, campus to campus and over time, depending upon various factors. These are general guidelines for this job position.

If you wish to apply for this position, please click on the link below:

https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu&jobId=16035