



Allied Health

Job Description

Director of Emergency Medical Programs

**Minimum Qualifications:**

- National Registered Paramedic with current Arkansas EMS Instructor License (at Paramedic Level)
- Bachelor's Degree (Required)
- Must EMS experience
- BLS Instructor, ACLS Instructor, and PALS Instructor credentials (Required)

**Position Responsibilities:**

- The administration, organization, and supervision of EMS programs to meet the goals of the College and the Allied Health Division.
- The continuous quality review and improvement of EMS programs to maintain the educational standards set forth by CoAEMSP and CAAHEP.
- The academic oversight, including curriculum planning and development.
- The orientation/training and supervision of clinical and capstone field internship preceptors.
- Obtain and maintain clinical contracts for EMS Program utilization.
- Oversee and maintain the Advisory Board for EMS Programs per CoAEMSP requirements.
- Collaborate with faculty and industry partners to develop CoAEMSP data and reports.
- Submit necessary records and reports to UAEACC Administration, CoAEMSP, and any other government or accreditation entity.
- Coordinate the EMS Programs with parallel programs in senior institutions where applicable.
- Participate on various UAEACC committees as assigned.
- Prepare or review tentative EMS Program schedules each semester.
- Supervise and evaluate EMS Program faculty.
- Hold and lead scheduled EMS faculty meetings.
- Review, recommend, and approve program textbooks.
- Complete and submit proposed EMS Programs annual budget.
- Perform requisitions for equipment needed by program and faculty.
- Ensure that part-time extra help (clinical instructors) time sheets are completed and submitted prior to or on the due date.
- Ensure faculty travel forms are completed correctly and submitted in a timely manner.
- Interview, select, and recommend new EMS faculty to the Dean of Allied Health.

- Ensure new faculty orientation is completed for all new EMS faculty.
- Act as didactic and lab instructor as needed.
- Follow and enforce College and Allied Health policies and procedures.
- Report directly to the Dean of Allied Health.
- Perform other duties as assigned within scope of practice, institutional needs, and regulation of state entities.

**Work Schedule:**

- 12-month staff position
- Monday – Friday 8:00am to 4:30pm;
  - Occasional communication outside of these hours may be required to support students, preceptors, clinical sites, vendors, and administrative staff.

**Salary:**

- Commensurate with education and experience.

**What We Offer:**

A generous benefits package with 100% health insurance paid for employee. Family coverage, dental, and vision insurance offered for an additional premium. Paid life insurance and long-term disability insurance, tuition waivers for employees and their families, a healthcare spending account, catastrophic leave bank, and paid maternity or parental leave. UA-EACC offers a choice of 2 retirement plans: Fidelity and TIAA (employee contribution 5%; UA-EACC contribution 10%). Eight hours sick leave per month.

Please submit an UA-EACC application, resume, and CV with professional references covering up to ten years of work history, if applicable, and transcript(s) via the following website: <https://www.eacc.edu/employment> or remit to: UA-EACC Personnel Office, 1700 Newcastle Road, Forrest City, AR 72335. A background check will be conducted prior to employment.

For more information about UA-EACC, visit our website at [www.eacc.edu](http://www.eacc.edu). Review of applications will begin immediately and continue until the positions are filled. A background check will be conducted.

