



Instructional Support Coordinator
American Heart Association/Emergency Medical Technician Programs

Summary:

The Instructional Support Coordinator (ISC) will perform tasks for the American Heart Association and Emergency Medical Technician COE Accredited Programs. The ISC will assist the Director of Medical Programs with the day-to-day operations of the programs and help to ensure that COE standards are lived every day. In addition, this person will coordinate the scheduling of the building and assist in ensuring that all training is supported and has the necessary elements to be successful. The ISC will help to ensure quality, provide necessary support and coordination, and assist in keeping close contact with the Programs Occupational Advisory Committees.

Dixie Tech is a public technical college located in a new state-of-the-art campus in St. George, Utah. The College has 25 Council on Occupational Education accredited programs that offer certifications in high-demand, high-pay professions.

Required Duties and Responsibilities:

- Ensure that course objectives and CPL outcomes are met in all programs
- Ensure that programs are compliant with COE standards
- Administer admissions process for programs
- Coordinate with Student Services for the COE programs
- Ensure current and relevant syllabi are on file for every course in each program
- Ensure competencies are reflected on each syllabi and match Northstar
- Ensure attendance and progress is always in real-time for each program
- Ensure that every program is utilizing and trained in the use of Canvas
- Help monitor student progress, assessing needs and aiding students
- Assist instructors with financial planning and program budgets
- Help manage student externships
- As directed by the program Director/Manager,
 - Maintain communication with Occupational Advisory Committee's. Take direction and implement decisions made by the committee. Ensure OAC contact information is always up to date.
 - Assist with meetings and keeping minutes two times a year with Occupational Advisory Committee's
 - Help complete Employer Verification Forms every year for each program
- Support instructor administrative needs to allow instructors to be in the classroom as much as possible
- Assist programs with supplies, receiving and inventory

- Help recruit and market for programs to maintain full enrollment in cohorts
- Help other program areas with special projects as assigned
- Answer telephone calls, receive visitors
- Other duties as assigned
- Compliance with Dixie Tech Policies and Procedures
- Ensure that students and staff are treated respectfully and equally without regard to their race, color, religion, sex, age (40 or over), national origin, disability, sexual orientation, gender identity, pregnancy, childbirth, or pregnancy-related conditions, and actively promote a culture of tolerance, acceptance, and diversity on campus.

Requirements and Qualifications:

- At least 3 years' experience working in educational administration preferred; two years of administrative experience required
- Bachelor's or associate degree preferred
- Strong software skills, internet research abilities and strong communication skills are required
- Ability to communicate with students, staff, and colleagues; read academic texts and materials, student papers, etc.; operate personal computer and audio-visual equipment; stand or sit for up to one to three hours at a time; move around campus for classes and meetings
- The employee is occasionally required to sit, stand, reach, lift, bend, kneel, stoop, climb, push and pull items weighing 30 pounds or less. The position requires manual dexterity; auditory and visual skills; and the ability to follow written and oral instructions and procedures.

This position can either be 28 hours per week as a part-time employee or 40 hours per week as a full-time employee. The position will pay between \$15 to \$21 per hour depending on qualifications and experience.

Employees and potential employees are subject to a criminal background check and drug testing.

Dixie Technical College is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability.

While we thank all applicants for applying, only those being actively considered for employment will be contacted during the selection process.

To apply, please send a cover letter and resume to hr@dixietech.edu.