Red Rocks Community College
Part Time Position Announcement

Position Title: EMS Program Specialist
Department: Emergency Medical Services

Red Rocks Community College is seeking a part-time EMS Program Specialist!

Connect daily and make a difference in the lives of thousands of students working to earn an Associate’s, Bachelor’s, or a Master’s degree at Red Rocks Community College (RRCC). RRCC has two campuses: our main campus in Lakewood, Colorado and our newly expanded campus in Arvada, Colorado. Red Rocks is Colorado’s premier community college and the fourth largest in the state, serving over 15,000 students each year. RRCC has an academic journal and a literary journal! Our faculty are a community of active composers.

This position is located on the 140-acre, beautifully landscaped, Lakewood main campus, high in the foothills, with views looking along the Front Range to Boulder and beyond. Just minutes from downtown Denver, with dedicated RTD light-rail and bus stops, commuting is quick and easy. At Lakewood, RRCC offers employee access to an on-campus coffee shop and cafeteria, an on-campus children’s center, health clinic, recreational facilities, and in early 2017 will open a brand new 38,000 square foot recreation center, complete with climbing wall, a large gym with
basketball courts, state of the art fitness equipment, and full locker rooms to make your transition back to work easy and efficient. RRCC also offers tuition assistance for full-time employees and most dependents, for classes within the 13-college, state-wide Colorado Community College System.

At RRCC we are committed to Inclusive Excellence. We strive to create a community in which everyone feels respected and valued for their unique talents and contributions, and where people from all backgrounds are able to achieve their goals. Red Rocks Community College acknowledges that inclusion and equity are multifaceted and complex concepts, and that our efforts in these areas will require innovation, intention, and an institutional commitment to these principles. To learn more about our commitment to Inclusive Excellence, visit https://www.rrcc.edu/diversity.

Job Summary:
EMS Program Specialist provides administrative, technical, physical, and clinical support for the EMS department.

Job Duties:

20%
Coordinate student scheduling for the clinical/internship phase of education

10%
Maintains records demonstrating student compliance with clinical/internship pre-requisites (such as immunizations, physicals, certifications, etc.)

10%
Maintains various records, reports, and files such as student patient care reports, student progress reports, preceptor evaluations, and major evaluations. Performs data entry to track student progress.
10%
Serves as the liaison between the RRCC EMS department and affiliated EMS programs

10%
Develops and implements an inventory control process, and maintenance of inventory according to state or required purchasing guidelines. Assist the program chair with purchasing, purchase requisitions, and purchase orders as needed.

10%
Plan and coordinate, in conjunction with other department program specialists, an annual career fair for the Outdoor and Emergency Services community.

5%
Maintains current clinical contracts and seeks potential clinical partners for our program

5%
Coordinate and facilitate the maintenance of department equipment and vehicles

5%
Serves as the point of contact for students, potential students, instructors, and student workers

5%
Coordinates with ISS to plan and coordinate program advisory meetings and attend advisory meetings

5%
Assists the department chair as needed in the development of program materials
including marketing materials, website maintenance, program forms, program manuals, pathway documents, catalog edits, and other printed materials.

5%

Assists faculty as needed in securing employment for students at EMS agencies.

**Job Qualifications**

**Required Qualifications:**

Associate’s degree or certificate in Office Administration, Administration Management, Project Management, or closely related field, or in a field academically related to program.

Employment experience that demonstrates one year or more of experience in scheduling, organization, professional and timely telephone and e-mail communication, maintaining contact lists, maintaining computer and manual filing systems of records and reports, digitizing paper forms, and providing general support to students and/or visitors.

Proficient computer skills to include the MS Office suite

Excellent and effective written and oral communication skills

Strong interpersonal skills

Ability to develop and maintain effective working relationships with others

Work independently, cooperatively, and collaboratively

**SUBSTITUTION:**
A combination of education and technical/paraprofessional/clerical work experience may be substituted on a year for year basis.
Preferred Qualifications:

Bachelor’s degree in Office Administration, Administration Management, Project Management, or closely related field, or in a field academically related to program.

Licensure or certification as a paramedic, RN, or other healthcare professional familiar with the clinical requirements of a healthcare education program

Experience with scheduling clinical/internship rotations in the patient care setting

Non-Essential Functions:

Duties as assigned or required by the dean of instruction or department chair

Supervision Received:

• Administrative supervision is received from the EMS Department chair.

*Please note that employment with the Colorado Community College System is limited to in-state residents. Selected candidates will be need to be, or be willing to become, state residents before employment can begin.*

Payment information:

The pay for this position is $19.71/hr

Paid on a biweekly lag payroll cycle.

How to apply:

*Click here to apply for this position!*
For questions about this position, please contact Robert Vroman at robert.vroman@rrcc.edu.

For questions about Variable Hour employment in general, please contact Bob Miller at Bob.Miller@rrcc.edu or 303.914.6300.

This position will remain open until 8.26.21.

Title IX, Diversity and EEO Statement:

Red Rocks Community College is committed to diversity in its people and programs. The College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and/or 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Red Rocks Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and/or participation in vocational education programs.

RRCC has designated Arnie Oudenhoven as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. Report all concerns or complaints relating to discrimination or harassment to the Title IX/EO Coordinator(s). For information, contact Arnie Oudenhoven Executive Director, HR, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, via mail at 13300 West Sixth Avenue, Lakewood, CO 80228. Phone 303.914.6298, or email arnie.oudenhoven@rrcc.edu or Deborah Houser, Assistant Director of Human Resources/Deputy Title IX Coordinator, 303.914.6224 deborah.houser@rrcc.edu. 13300 West Sixth Avenue, Lakewood, CO 80228.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in the application process, please notify Human Resources at 303-914-6570.

RRCC conducts pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.