



SOUTHWEST TEXAS JUNIOR COLLEGE

Human Resources

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EMPLOYMENT OPPORTUNITY

Title: Surgical Technician Program Director

Start Date: Spring 2023

Campus: Uvalde

Job ID: 222319710101

Closing Date: Until Filled

Job Duties: Responsible for all aspects of the new Surgical Technician program, including the establishment, organization, administration, continuous review, planning, and general effectiveness of the program. Establish a Surgical Technician Advisory Committee, to include surgical technician field experts from area hospitals, clinics and health agencies. Interview, supervise and evaluate department faculty/staff. Select appropriate classroom and lab equipment/materials. Establish compliance with all national/state programmatic accreditation requirements. Attend state/national accreditation trainings/meetings. Perform other duties assigned by Division Chair, Dean of Applied Science and/or VP of Academic Affairs. Knowledge of and adherence to work rules, code of conduct and other policies are essential functions of the job. Possess ability to communicate effectively and professionally with students and college personnel.

Salary: Commensurate with education and experience based on salary schedule. 12 month (9 month + 3 month) Non-tenure track position.

Other Benefits: Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

QUALIFICATIONS

Education: Associate's degree or higher in surgical technology or related field.

Experience & Training: Minimum total of five years' experience, either in operating room scrub role or as an instructor in surgical technology, or combination of both, within the past 10 years.

Additional Qualification Requirements: 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). Current CPR certification. Must possess the required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, the essential functions of the job. Experience in working with diverse populations. Candidate must be authorized to work in the U.S. and must provide verifiable credentials. Successful completion of the reference and background check specified for the position. Travel required to other locations served by the college. Must have a valid Texas driver's license and be insurable through SWTJC insurers. Security-sensitive position.

SUBMIT APPLICATION TO:

Human Resources Coordinator, Southwest Texas Junior College, 2401 Garner Field Road, Uvalde, TX 78801. It is the applicant's responsibility to verify the status of a position. **Submit the following required documents:** (1. Letter of intent, (2. SWTJC Application, (3. Resume, (4. Copy of Transcripts (official transcripts are required if hired). All documents become property of SWTJC.

With respect to the employment and promotion of teaching and non-teaching personnel, it is the policy of Southwest Texas Junior College not to discriminate either in favor of or against any persons on the basis of race, color, religion, national origin, sex, age, disability, or veteran status.

An Affirmative Action/Equal Opportunity Institution