

Job Title:	Diagnostic Medical Sonography Program Specialist	Job Number:	ACAD-0007
Department:	Academic Affairs - DMS	Job Grade:	14
Reports To:	Diagnostic Medical Sonography Director	FLSA Status:	Non-exempt

Job Purpose and Objectives:

Responsible for being the primary point of contact for students while guiding them in the completion of admission requirements, financial aid and developing a pathway to successful completion of the Diagnostic Medical Sonography (DMS) program at Labette Community College.

Supervisory/Management Responsibilities:

Yes No This position is responsible for the supervision/leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Job Competencies: Essential Functions include the following. Duties and responsibilities, as required by business necessity may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Schedule and shift assignments and work location may be changed at any time, as required by business necessity.

1. Assist with recruiting prospective students for the DMS Program, with an emphasis on non-traditional participation and completion
2. Organizes, develops and maintains databases and files containing sensitive and/or confidential material for the DMS program
3. Creates, coordinates, & manages events such as informational webinars and virtual advising sessions
4. Presents effective information and responds to questions from students, faculty and the public regarding the DMS program
5. Ability to create, organize, and maintain hospital databases for each state
6. Advises applicants and students from the initial contact through the completion of the program
7. Updates prospective applicant files and compiles prospective applicant info into the DMS spreadsheet
8. Creates and updates resource packets with up-to-date program information and creates graphics for marketing
9. Reviews un-official college transcripts and collects medical component information.
10. Organizes a high volume of applications, follows up on leads with applicants, schedules them for the interviewing process and informs applicants of their selection or denial for admission
11. Co-collects and organizes required clinical documents with DMS Director
12. Counsels students in the successful completion of financial aid applications
13. Ability to coordinate and schedule orientation via Zoom after admittance into the program
14. Enrolls students in necessary courses for the DMS program
15. Compiles and processes data for LCC, state and national reports
16. Occasional overnight and weekend hours may be required
17. Enforces and maintains compliance with all federal, state and local laws and ordinances
18. Performs other duties as assigned or deemed necessary
19. Complies with all organizational and departmental policies and procedures
20. Operates all job-related equipment, machinery, tools and other aids as required or needed
21. Protects and maintains any confidential information you have access to, whether oral, written, or electronic
22. Ability to organize, develop, and maintain databases for clinical instructor information and credentials prior to clinical rotation.
23. Ability to organize, develop, and maintain databases for affiliate agreements in each state (Prior to acceptance into program).
24. Ability to coordinate renewal of affiliation agreements with sites during application process (Prior to acceptance into program).

Position Requirements and Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Requirements:

1. Associate's degree or equivalent experience
2. One year of experience in Student Affairs and/or Health Science

Certifications / Licenses:

1. None

Skills/Knowledge/Abilities:

1. Knowledge of basic computer programs and software including MS office products
2. Self-starter and self-motivator, disciplined, flexible, and able to adapt well to change
3. Maintains confidentially practices
4. Ability to be a fast learner and adapts well to new situations
5. Good organization and communication skills
6. Excellent time management skills and ability to multi-task and prioritize work
7. Ability to fulfill all duties with minimal supervision and to work independently
8. Assess situations rapidly and make logical decisions in a timely manner
9. Analyze facts and exercise sound judgment
10. Ability to effectively manage projects and multiple priorities simultaneously
11. Strong written and verbal communication skills
12. Problem solving and critical thinking skills
13. Strong math, spelling, computer, and calculator abilities
14. Ability to communicate in a professional, calm and courteous manner with the general public and employees
15. Attention to detail

Work Environment and Physical Demands: The work environment characteristics and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Must be able to perform the essential functions of the job, with or without accommodation.
- Must be able to work in a multi-tasked, high-volume environment.
- Daily attendance is required, schedules may fluctuate to accommodate needs, deadlines and delivery of services. Attendance is required at position and college meetings and trainings, some of which may be out of the primary work area.
- Frequent periods of sitting, standing, walking, and carrying items will be required.
- Average use of computer, phones, and other position related technology required per position.
- Office located on 2nd floor of building. Office with 0 # windows.

Confidential and/or sensitive information, if any, is accessible by an employee to perform the duties of the job:

- | | |
|--|--|
| <input type="checkbox"/> Employee Information | <input type="checkbox"/> Managerial Information |
| <input checked="" type="checkbox"/> Organizational Information | <input checked="" type="checkbox"/> Professional Information |
| <input checked="" type="checkbox"/> Customer / Contact Information | <input type="checkbox"/> Other: |

Personal contacts an employee makes with others (face-to-face and telephone) to perform the duties of the job:

- Within the immediate organization, department, office, project, or work unit, and in related or support units; and/or with members of the public in very highly structured situations
- With employees in the same organization, but outside the immediate department or division and/or with members of the public, as individuals or groups, in a moderately structured setting
- With individuals or groups from outside the organization in a moderately unstructured setting. The contacts are not established on a routine basis; the purpose and extent of each contact is different
- With high-ranking officials from outside the organization at national or international levels in highly unstructured settings

Acknowledgement:

This job description was reviewed with me and I understand that nothing in this job description restricts The Organization's right to assign, reassign or eliminate duties and responsibilities to this job at any time This job description reflects The Organization's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions This job description is not intended as a contract of employment, nor to be construed as a guarantee of employment for any specific period of time or any specific type of work I agree and acknowledge that my employment is "at will" and can be terminated, with or without cause or notice, at any time by The Organization or myself

Employee Name (Print)	Signature	Date
Supervisor / Department Director (Print)	Signature	Date

Revision History			
Revision #	Revision Author	Date	Description of Revision(s)
00	Hayley Howe- TAG	06/01/2024	Formatted and finalized from previous JD and job analysis questionnaire/process
01			
02			
03			