

Employment Opportunity

Program Coordinator – Student and Preceptor Services Northern Nebraska Area Health Education Center (NNAHEC)

NNAHEC a non-profit organization working to improve the health workforce needs in a 26 county area of Northern Nebraska.

This GRANT FUNDED position will be responsible for:

- developing, maintaining contact and coordinating regional education offerings between colleges and universities for health professions students
- coordinating health profession student rotations in a 26 county area of Northern Nebraska
- working with area health professionals, clinics, hospitals, health care agencies, etc. to expand opportunities for health profession students
- developing and scheduling continuing education activities for health professionals
- support current technology and learning resource needs for health professionals assisting students in the area
- assisting with various AHEC activities as needed

Candidates must have a Bachelors Degree in a health profession, education, or other related field and four years experience in program development or program management. Previous health care industry experience is required.

Candidates for this position must be self motivated, able to plan, develop and implement multiple projects independently or in cooperation with a team of professionals; possess effective oral and written communication skills; excellent organizational skills; ability to formulate effective plans and programs in assigned fields. Candidates must be able to coordinate all phases of various programs including development of relationships with colleges and universities, health care practitioners and communities, managing and preparing grant reports, maintenance of program participant records, public relations and marketing for programs. Ability to develop, market and coordinate continuing professional education.

Candidates must have excellent computer skills with proficiency in all Microsoft Office software including ACCESS and desktop publishing software. Travel is required throughout 26 county area. Must be able to utilize own transportation during work time. Bilingual candidates are encouraged to apply.

Application deadline is January 16, 2008.

If interested forward salary expectations with a cover letter and resume to:

NN-AHEC

Gretchen Forsell, Executive Director

110 N. 16th Ste., Ste 2

Norfolk, NE 68701

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