




Section I. – Job Details

Job Title:	Allied Health Success/Retention Coach/Substitute Instructor	Hourly/Salary:	Hourly
Department Area:	Allied Health	Classification:	Non-Exempt
Location:	Main Campus	Travel Required:	Yes
Reports to:	Director Allied Health	Position Type:	Part-Time
Position Fill Date:	7/1/2022		

External Posting URL – www.campbellsville.edu

Internal Posting – *Human Resources Job Board*

Section II. – Application Submission Information

FAX	EMAIL
<p>(270) 789-5180</p> <p>Subject Line: Allied Health Success/Retention Coach/Substitute Instructor</p> <p>Attention: <i>HR Director</i></p>	<p>jobs@campbellsville.edu</p> <p>Subject Line: Allied Health Success/Retention Coach/Substitute Instructor</p>
ONLINE	MAIL
<p>Click Link Below</p> <p>APPLY HERE!</p>	<p><i>Director of Human Resources Campbellsville University 1 University Drive, UPO 944 Campbellsville, KY 42718</i></p>
<p>Scan QR Code</p> 	

Section III. – Job Description

Job Summary:

The Allied Health Success/Retention Coach and Substitute Teacher is responsible for maintaining regular communication with Allied Health students in order to identify areas of academic or personal needs. The candidate will serve as a substitute teacher for various courses within the Allied Health department in the event of an absence of regular instructors. Candidate will also be responsible for reviewing student records pertaining to the Allied Health course work and organizing the records in a timely and accessible fashion. PT (20-24 hours)

Job Responsibilities:

Responsibilities:

- Support of student success in all Allied Health programs.
- Identify resources that will enhance student success.
- Record keeping and student file review.
- Support Allied Health programs at all Campbellsville University sites including client relations and student support.
- Other duties as assigned by Director of Allied Health.

Skills/Qualifications:

- Applicant must hold a current healthcare license in the state of Kentucky
- Applicant must have excellent communication skills (both written and oral)
- Applicant must possess the ability to take initiative for planning and implementing ideas to enhance the programs
- Applicant must become familiar with course designs and lesson plans necessary to substitute in Allied Health courses

Essential Duties:

- Working hours necessary to perform job requirements satisfactorily on a regular basis.
- Managing absences from work in a responsible manner to ensure service to university faculty, staff and students.
- Complying with Campbellsville University policies and practices and seeking clarification of them when necessary.
- Honor the mission of Campbellsville University and abide by rules and regulations and Standards of Conduct outlined in the Administrative Policies and Procedures Manual.

Campbellsville University is a comprehensive, Christian institution that offers pre-professional, undergraduate and graduate programs. The university is dedicated to academic excellence solidly grounded in the liberal arts that fosters personal growth, integrity and professional preparation within a caring environment. The university prepares students as Christian servant leaders for life-long learning, continued scholarship, and active participation in a diverse, global society.

The individual employee is expected to conduct him, or herself, both on campus and off, in a manner becoming an employee of a Christian institution, and the employee should uphold the highest standards of conduct in terms of honesty, truthfulness, respectful attitude, and conduct toward others. Each individual associated with Campbellsville University is to perform his or her daily responsibilities mindful of the intent of the institutional mission statement and core values.

Employees must be able to perform the essential functions of the position with or without reasonable accommodations.

Section IV. – For HR Use Only

Approved by Human Resources 6/1/2022

Posted Internally 6/1/2022

Posted Externally 6/1/2022