

NORTH COUNTRY COMMUNITY COLLEGE
23 Santanoni Avenue
Saranac Lake, New York 12983

POSITION DESCRIPTION
MESSAGE THERAPY DIRECTOR

Job Title: Massage Therapy Director
Job Status: Full-time
Department: Health, Recreation, Sports and Wellness (HRSW)
Immediate Supervisor: VPAA

North Country Community College (NCCC) is a small community college located in the Adirondack State Park in Northern New York. The main campus is located in Saranac Lake with additional campuses in Malone and Ticonderoga. While the College offers numerous majors, including several occupational programs, the College focuses on a liberal arts education as a foundation for any degree program. Classes are relatively small providing opportunities for a close academic and academic advising relationship with each student.

General Job Description: The Massage Therapy (MT) Director oversees and leads the MT program and instruct courses in the MT core and, where appropriate, related disciplines. They also have responsibilities within the Health, Recreation, Sports and Wellness Department. As Director, they are responsible for ensuring the curriculum meets state, regional and national standards as well as the requirements for NYS licensure. They are responsible for ensuring that the appropriate risk-management protocols are in place. They oversee the MT department budget and clinic and are responsible for the development, updating and scheduling of MT courses, the assessment of MT courses and program, recruitment and oversight of MT part-time instructors/staff members including those staffing the MT clinic. They are expected to develop and nurture relationships with area partners to facilitate effective and meaningful opportunities for students, either in the workforce or in transfer to a baccalaureate program. The MT Director is expected to keep current on changes and trends in the massage therapy field and to provide academic advisement to all students on their advisee list. The Director is expected to participate in College committee work facilitating the shared governance approach to the management of the College. The Director is a member of a collective bargaining unit and works under a collective bargaining agreement (CBA). The academic work year is 164 days.

This individual will be based on the Saranac Lake, New York campus and may have duties on one at least one additional campus.

Major Duties and Responsibilities:

1. Lead the Massage Therapy program by:
 - a. Planning and scheduling MT course offerings each semester including clinical hours and coverage.
 - b. Coordination, supervision and evaluation of adjunct faculty and staff and where necessary, hire and support new faculty members (instructional and clinical support).
 - c. Coordination and supervision of MT clinic.
 - d. Development and oversight responsibilities for an annual MT budget that prudently uses those resources to most effectively serve students and the program.
 - e. Assessment of MT courses and programs and use of those findings to strengthen the instruction and assessment plan.
 - f. Developing and nurturing relationships with area partners (including MT Advisory Board) to facilitate effective and meaningful field experiences and work/transfer possibilities.
 - g. Establishing and nurturing connections with regional and state colleagues and agencies to help remain current on changes and trends in MT.
 - h. Assisting the VPAA and the Records Office in the preparation and submission of reports and in interactions with external agencies, as required.
 - i. Work closely with the College Registrar and Records Office staff concerning registration and scheduling of students, course section add/drops, mid-term and final grade submission, and other requests that occur outside of the academic year.
 - j. Assisting the Director of Admissions with recruitment efforts and promotional materials for MT program
2. Instruct 12 credit hours of MT program and related courses each semester.
3. Learn and use the College's Learning Management System to support course offerings, including communicating with classes, posting course-related documents, and tracking and submitting grades. Training to support learning the system will be provided by the College.
4. Order appropriate supplies, textbooks and other instructional-related materials in a timely and economically-sound fashion taking into account student need and budgetary constraints.
5. Be available for, and provide a minimum of five (5) office hours per week for student advisement and remediation.
6. Perform as an academic advisor which includes, but is not necessarily limited to, scheduling of classes, review of degree audits and progress, schedule changes, referral to additional resources within the College, and other advisement-related functions deemed necessary to keep each advisee on track facilitating retention.
7. Contribute meaningfully to the life of the HRSW Department through regular attendance and participation at departmental meetings.

8. Lead the review, refinement and updating of course syllabi and course outlines on a regular basis in concert with departmental colleagues.
9. Serve on College committees and participate in College Governance.
10. Contribute and participate in outside activities to help promote goodwill and service.
11. Develop and maintain a professional growth plan.
12. Remain current and up-to-date in all areas within the MT discipline.
13. Conduct oneself in a professional manner promoting good relations with College employees, students, parents, local community members, jurisdictional representatives, and visitors.
14. Maintain an awareness of, and function within, the current requirements of the NCCC Rights and responsibilities, Equity Action Plan and Drug Awareness Plan, and other related employment requirements as outlined in the current NCCCAP Collective Bargaining Agreement (CBA).
15. Be cognizant of and maintain appropriate behavior as outlined in all College policies.
16. Perform other duties as assigned by the department chair, or College officer.

Principle Performance Requirements:

1. Provide leadership, direction and oversight for all operations of the MT program, including part-time faculty/staff, curriculum, risk management plan and the MT Clinic.
2. Instruct MT and related courses, including: a) MAS 110 Western Massage I, b) specialized MT courses (e.g. Eastern Massage, Western Remedial Massage, Massage Clinical), c) related courses (e.g. Kinesiology; Myology).
3. Prepare, monitor and operate within the MT budget annually.
4. Prepare and submit MT course offerings for fall and spring semesters as requested by the Registrar or her designee.
5. Advise students in a variety of degree programs including, but not limited to, MT and Health Sciences.
6. Work with departmental colleagues to routinely update, enhance, expand and assess the MT offerings in support of the academic programs at the College.
7. Participate in the life of the College including involvement in shared governance and other areas of service.
8. Effectively work with diverse groups across the College community.
9. Possess and exercise strong written and verbal communications skills as well as strong interpersonal skills.

Qualifications for the Job:

1. **Education:** Master's Degree in related field preferred; Bachelor's Degree in related field accepted. NYS Massage Therapy License required.
2. **Experience:** Professional instructional experience is required, and community college-level instruction is preferred. Five (5) years of experience as a massage therapist required.

Key Competencies:

1. Strong verbal and written communication skills.
2. Strong interpersonal skills.
3. Attention to detail.
4. Instructional knowledge, skills, and abilities.
5. Knowledge of student advising.
6. Responsiveness, timeliness, and professionalism.