



POSITION ANNOUNCEMENT

ABOUT AUGUSTA TECHNICAL COLLEGE

Augusta Technical College, a unit of the Technical College System of Georgia, is a two-year college located in Augusta, Georgia. Since its opening in 1961, Augusta Technical College has remained dedicated to promoting educational, economic, and community development in its service area (Burke, Columbia, Lincoln, McDuffie, and Richmond Counties). The college offers over 100 academic programs in high-demand areas such as Allied Health Sciences & Nursing, Business, Public & Professional Services, Cyber, Digital, and Engineering Technologies, accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college also offers adult education/GED, ESL, and continuing education programs through the Division of Economic Development.

ABOUT AUGUSTA, GEORGIA

Augusta, GA, is a regional center for medicine, biotechnology, and cybersecurity. Located near the Georgia/South Carolina border (Central Savannah River Area), the area holds many accolades: Most Neighborly City in America, Best Cities to Start a Business, and a Top Ten Places in the South to Hire Vets. The area is internationally known for the PGA's Masters Tournament held at the Augusta National Golf Club and being the home of James Brown; while also bolstering the Augusta Riverwalk, Savannah Rapids Pavilion, Evans Towne Center Park, and home of the US Army Cyber Center of Excellence at Fort Gordon.

ABOUT THE POSITION

Job Title: Clinical Coordinator, School of Health Sciences

Job Code: 11213

Campus Location: Augusta Campus, Summerville Sites

Salary: Up to \$62,999.04; Commensurate with education and work experience.

Augusta Technical College has a remote work procedure which allows full-time non-essential staff members and full-time faculty up to eight (8) hours to be completed remotely with supervisor approval. Thirty-two (32) hours must be completed on campus per week.

JOB SUMMARY

The **Health Sciences Clinical Coordinator** is responsible for the planning, coordination, and oversight of clinical education experiences across multiple healthcare programs. This position ensures that students are appropriately placed in clinical sites, that program requirements are met, and that strong partnerships are maintained with healthcare facilities. The Clinical Coordinator works collaboratively with program directors, faculty, and external partners to support high-quality clinical learning experiences.

MINIMUM QUALIFICATIONS

- Bachelor's degree in a health-related field, healthcare administration, education, or a closely related discipline.
- Must have a minimum of three years full-time, paid work experience within the past seven years in education, business, industry, or military environments, preferably with community college or technical college students.
- Experience with program administration and development.
- Work experience must include duties focused on the activities directly related to the desired position.

PREFERRED QUALIFICATIONS

A documented Health sciences background. Active participation in relevant professional organizations; demonstrated skills in organizational planning, public relations, marketing, and research; and excellent human relations skills. Experience with software such as BANNER,/ACEMAPP/Trajecsys,/myClinicalExchange

COMPETENCIES

- Strong organizational and time management skills with the ability to manage multiple programs simultaneously
- Excellent communication and relationship-building skills
- Ability to work collaboratively with faculty, students, and external partners
- Problem-solving skills and the ability to manage complex scheduling needs
- Attention to detail and accuracy in recordkeeping
- Proficiency in scheduling systems, databases, and standard office software

MAJOR DUTIES

Reports to the Dean of the School of Health Sciences

- Coordinate and manage clinical placements for multiple healthcare programs within the School of Health Sciences
- Develop and maintain clinical schedules, ensuring alignment with program requirements and accreditation standards
- Serve as the primary liaison between the college and clinical affiliates (hospitals, clinics, and healthcare agencies)
- Establish, maintain, and update affiliation agreements and clinical contracts
- Monitor and manage student compliance with clinical requirements, including immunizations, background checks, certifications, drug screens, and required documentation
- Utilize ACEMAPP and/or other clinical tracking systems to track student compliance, placement status, and clinical requirements
- Collaborate with faculty and program directors to ensure appropriate student assignments and supervision
- Resolve scheduling conflicts and clinical placement issues in a timely and professional manner
- Maintain accurate records of clinical hours, site utilization, and student placements
- Assist with accreditation processes by providing documentation related to clinical education
- Support continuous improvement efforts within clinical education and program outcomes
- Ensure adherence to all institutional, legal, and regulatory requirements related to clinical education
- Perform any other related duties as required.

APPLICATION DEADLINE: The position will remain open until filled. All application packets **MUST** be completed via the Online Job Center at [JobCenter \(easyhrweb.com\)](http://JobCenter(easyhrweb.com)). As a part of the application process, interested candidates will be required to upload other documents, including a resume, cover letter, and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. **Note:**



Due to the volume of applications received, we are unable to contact each applicant personally. If we are interested in scheduling an interview, a representative from our college will contact you.

Equal Employment Opportunity Statement

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government, including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships, and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.