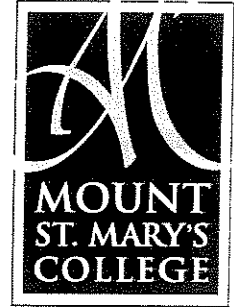


**::PLEASE POST TO YOUR JOB BOARD::**



**Position Title: Executive Director of Student Health Services**

*Division of Student Affairs*

**Duties/Responsibilities:**

Mount St. Mary's College is seeking an Executive Director of Health Services. This full-time position, reports to the Vice President for Student Affairs. The Director researches, designs, implements and evaluates health education and programming, manages with fiscal responsibility the clinical services for three campuses, and supervises the Director of Counseling and Psychological Services. S/he assures adherence to pertinent state and federal health requirements and formulates related clinical protocols, policies and procedures including the medical emergency response plan, and negotiates contracts with medical providers, vendors and insurance brokers. The Director also participates in direct clinical care and leads the department's commitment of service that values each individual and supports a diversity of human experiences, backgrounds, and cultures.

**Qualifications/Requirements:**

Master's degree in nursing with eligibility for California state licensure plus a minimum of three years of relevant administrative experience in ambulatory care/emergency department and administration of an educational health service, preferably in higher education; familiarity with and understanding of Catholic ethics as related to health care; relevant clinical knowledge and skills with a background in health and mental health care issues of adolescents and young adults. Possess excellent organizational, interpersonal and communication skills; have knowledge and sensitivity of student developmental needs, and of opportunities and needs related to students of diverse backgrounds, experiences and cultures. Have the ability to deal effectively with a range of individuals/groups within and outside of the College as both a health care provider and administrator.

**Work Location: Chalon Campus – West Los Angeles**

**Start Date: ASAP**

**Application Deadline: Open until filled**

**Contact Information: Email resume, cover letter and salary history to:**  
[vgonzales@msmc.la.edu](mailto:vgonzales@msmc.la.edu)

[Http://www.msmc.la.edu](http://www.msmc.la.edu)

**Mount St. Mary's College is an independent Catholic institution dedicated primarily to the education of women. Celebrating its 80-year anniversary in 2005, the College was founded on the principles of service and community, and prides itself on programs that enrich the whole person and inspire women and men to become leaders in their chosen fields.**

Mount St. Mary's College is an equal opportunity employer. Women, minorities and disabled persons are encouraged to apply.

Applicant must be able to provide proof of eligibility to work in the United States. Mount St. Mary's College will not undertake to assist applicant with any visa matter.

*Chalon Campus* 12001 Chalon Road, Los Angeles, CA 90049-1599 tel (310) 954-4130 fax (310) 954-4139

*Doheny Campus* 10 Chester Place, Los Angeles, CA 90007-2598 tel (213) 477-2571 fax(213) 477-2699

[www.msmc.la.edu](http://www.msmc.la.edu)