

## Master Science in Health Administration (MHA) – Program Director (Part-time)

### Job Description

#### Responsibilities:

- Serve as advisor to students in the program
- Verify admitted students have met pre-requisites via their transcripts
- Manage the class schedule
- Work with MHA program faculty to ensure all deadlines and requirements are met
- Serve as a liaison to the Healthcare Council
- Develop strategies for how to increase enrollment (in conjunction with admissions/marketing office)
- Attend (virtually if desired) 30-minute check-in meetings with graduate program directors and Dean twice a month

#### Requirements:

- Graduate degree
- Experience in the healthcare field

#### Informational Links:

MHA Website Link: <https://msmary.edu/academics/mount-online/online-master-of-science-health-administration.html>

#### MHA Coursework:

[https://catalog.msmary.edu/preview\\_program.php?catoid=15&poid=1331&returnto=643](https://catalog.msmary.edu/preview_program.php?catoid=15&poid=1331&returnto=643)

Healthcare Council – Educational Partner Link: <https://healthcare-council.org/educational-charitable-organization-membership/>

If interested or if you'd like additional information, please contact:

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