

Director, Health Sciences Clinical Operations &
Compliance
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=262350>

Downloaded On: Sep. 11, 2025 4:38pm

Posted Sep. 11, 2025, set to expire Nov. 29, 2025

Job Title	Director, Health Sciences Clinical Operations & Compliance
Department	Staff
Institution	Austin Community College Austin, Texas
Date Posted	Sep. 11, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Administration - Other
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Job Description	

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Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

Austin Community College employees are required to maintain a domicile in the State of Texas while working for the college and throughout the duration of employment. [-AR 4.0300.01](#)

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[If you are a current Austin Community College employee, please click this link to apply through your Workday account.](#)

Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

Director, Health Sciences Clinical Operations & Compliance

Job Description Summary:

The Director of Health Sciences Clinical Operations & Compliance is a leadership position responsible for the strategic oversight and daily management of clinical compliance and clinical placement operations across all Health Sciences programs. Reporting to the Associate Vice Chancellor of Health Sciences, this role serves as the central point of accountability for ensuring clinical regulatory requirements are met, operations are streamlined, and students and faculty are fully supported across all clinical learning environments.

This position will work closely with Health Science and Nursing deans, department chairs, faculty, support staff, clinical partners, and other internal and external teams (i.e. Central Texas Healthcare Partnership, IT, and the Office of Risk Management) to ensure efficient and scalable systems that support student success, workforce readiness, and program accreditation.

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Job Description:

Description of Duties and Tasks

Strategic Leadership

- Provide leadership and strategic direction for all clinical compliance and operational activities across Health Sciences programs.
- Serve as the division lead for clinical onboarding, safety, and regulatory compliance for both students and faculty.
- Collaborate with internal and external stakeholders to align clinical operations with program accreditation requirements, healthcare workforce needs, and state/federal regulations.
- Manage clinical compliance and/or safety concerns that may arise during clinical hours, in conjunction with the appropriate department chair and other personnel in a timely manner.
- Collaborate with ACC's Environmental Health, Safety, and Emergency Management teams to ensure alignment of clinical operations with collegewide safety protocols and emergency preparedness plans.
- Ensure clinical compliance processes incorporate site-specific safety requirements, including infection control, emergency procedures, and partner facility safety training expectations.
- Represent ACC in regional, state, and professional forums focused on clinical partnerships and compliance issues.
- Collaborate with deans, department chairs, and other stakeholders to ensure timely, equitable, and strategic clinical placements that support student success and program expansion.

Clinical Compliance & Operational Excellence

- Develop, manage, and refine systems for tracking and maintaining clinical compliance documentation (immunizations, background checks, drug screens, onboarding, etc.).
- Supervise and support staff responsible for clinical documentation and site compliance by analyzing workflows, recommending process improvements, and guiding onboarding and training to ensure efficient and compliant clinical operations.
- Collaborate with legal, risk management, and external site coordinators on contract terms, compliance interpretation, and operational logistics.
- Monitor regulatory and healthcare policy changes that impact compliance requirements or clinical operations.
- Develop operational policies and procedures to improve consistency, reduce delays, and ensure

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regulatory compliance.

- Assist the Associate Vice Chancellor of Health Sciences in drafting, reviewing, and renewing clinical affiliation agreements; maintain the division's centralized repository of agreements; and ensure timely communication with legal, risk management, and compliance teams to uphold contractual and liability standards.

Data-Informed Decision-Making

- Collect and analyze compliance and placement data to identify gaps, trends, and opportunities for improvement in alignment with ACC's Theory of Change and the North Star.
- Develop regular reports for leadership, accreditation agencies, and clinical partners.
- Support the use of predictive analytics to anticipate clinical placement needs based on enrollment and program expansion.

Knowledge

- Ongoing awareness of current and emerging trends, innovations, issues, challenges, and opportunities in clinical operations in higher education.
- Strategic planning and implementation theories and techniques.
- Methodology for analysis and improvement of processes for enhanced efficiency.

Skills

- Strong interpersonal skills to effectively collaborate with Faculty, Deans, Department Chairs, and other internal and external stakeholders.
- Strong analytical skills to identify challenges, propose solutions, and make data-driven decisions.
- Deep knowledge of clinical compliance regulations, especially about healthcare workforce educational programs.
- Experience working with clinical sites, healthcare systems, and academic health partnerships.
- Strong leadership, project management, and change management skills in a cross-functional environment.
- Excellent interpersonal and communication skills; able to work effectively and collaboratively with faculty, staff, students, and external stakeholders.

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- High attention to detail, strong organizational abilities, and commitment to student success and ACC's mission.

Technology Skills

- Proficiency with clinical scheduling and compliance tracking systems; skilled in analyzing data and generating reports to inform decision-making.
- Google Office Suite.
- Using a variety of spreadsheets, word processing, database, and presentation software.
- Ability to coordinate and execute results among stakeholders in a multi-unit environment.

Required Work Experience

- Minimum of 5 years of experience in higher education or healthcare systems, with substantial involvement in health science program operations and clinical compliance.
- 2 years supervisory experience.
- Proven experience in instructional operations or a related field within healthcare systems.

Required Education

- Bachelor's degree.

Preferred Education

- Master's degree in Education, Higher Education Administration, Business Administration or a related field.

Special Requirements

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- Reliable transportation for travel in the Central Texas area as required.

Physical Requirements

- Ability to travel between campuses as needed
- Work is performed in a standard office or similar environment.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- Occasional lifting of objects up to 10 pounds.

Safety

- Work safely and follow safety rules.
- Report unsafe working conditions and behavior.
- Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

Salary Range

\$88,465 - \$110,581

Number of Openings:

1

Job Posting Close Date:

September 23, 2025

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

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Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Austin-Community-College/Director--Health-Sciences-Clinical-Operations---Compliance_R-8272

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff
Austin Community College

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