

Job Posting Date: September 8, 2017

Application Review Date: September 22, 2017 at 4:00pm

Job Title: Health Manager

Location: Mayville, ND

Compensation: \$37,380 Annually
Competitive fringe benefit package to include:

- Employer paid full family coverage for health insurance
- Retirement plan
- Education tuition waiver benefits
- Additional benefits can be found by [clicking here](#).

Position Details: 12 month; full-time (40 hours/week)

FLSA: Non-Exempt

Who can apply: Internal/external candidates eligible to work in the United States

Job Description: Mayville State University Child Development Programs is hiring a Health Manager who is responsible for the managing health services that promote child development, health, and safety. The Health Manager must have great communication and organizational skills to ensure all health regulations and requirements are adhered to. Duties include, but are not limited to: child health screenings, staff training, facility safety, and USDA protocol. This position is required to become a certified First Aid/CPR/AED instructor and stay current with their certification throughout employment. Applicants may receive financial assistance in obtaining continuing education. CDP employees may qualify for student loan forgiveness.

Minimum qualifications:

- Bachelors degree in a health related field
- Experience working with children birth to age 5 and their families
- Two (2) years of experience in a supervisory/management position
- Valid Driver's License

Preferred qualifications:

- Training and experience in public health, nursing, health education, maternal and child health, or health administration
- Experience with Head Start/Early Head Start regulations
- Experience working with community partner agencies

Applicants should submit the following materials:

1. [MaSU Employment Application](#)
2. A letter of application
3. A current resume
4. The names of 3 professional references and 1 personal reference (labeled accordingly) with each person's position, e-mail address, and telephone number
5. Copy of transcript

Send application materials to: Crystal Beggs, MSU HR Director, 330 3rd Street NE, Mayville, ND 58257 or email to crystal.beggs@mayvillestate.edu.

For specific questions regarding this position, contact Jessica Amb at (701) 788-4745.

MaSU encourages all past and current MaSU CDP parents to apply.

MaSU is an Equal Opportunity Employer and encourages applications from diverse candidates and candidates who support diversity. ND veteran's preference laws apply to this position. Veterans claiming preference must submit all proof of eligibility by the closing date. Proof of eligibility includes a DD-214 and

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if claiming disabled status, a current letter of disability. The state of North Dakota has an open records law; therefore, your application could be subject to review upon request. A criminal history background check must be satisfied prior to employment.

ND Relay: <http://www.relaynorthdakota.com/>