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JOB POSTING
OFFICE OF HUMAN RESOURCES
February 10, 2026

TITLE: Director of Imaging Sciences

DEPARTMENT: Imaging Sciences

DIVISION: Academic Affairs

STATUS: Full-time, Exempt, located on Seneca Falls Campus; Monday - Friday, 8:30 a.m. to 4:30 p.m.

Note: As a member of our exempt workforce there could be occasions when a commitment beyond the normal workweek may be required.

Salary information: \$90,000 to \$100,000

Northeast College of Health Sciences is committed to creating a culture of diversity, equity, inclusion, and belonging with our college campus community. In support of our institutional values, we acknowledge each person's unique experience, perspective, and ability as contributions that both enrich our community and enhance the professions and people we serve. As such, the College is dedicated to providing equitable opportunities to all future and current employees, including those belonging to groups that have been historically underrepresented in higher education.

General Description:

The Director of Imaging Sciences is a full-time administrative position responsible for educational development, accreditation, assessment, and delivery of the Radiologic Technology and Diagnostic Medical Sonography programs. The Director is responsible for development, implementation, and evaluation of curricula, as well as coordination of contemporary resources for student instruction. The Director is responsible for maintaining professional standards as identified in accreditation criteria and the professions.

Function:

1. Provide leadership, guidance, and educational support to the Imaging Sciences.
2. Ensure alignment of the programs to the Northeast College Mission and the requirements of applicable regional and professional accrediting bodies.
3. Perform the administrative functions for the Imaging Sciences programs.
4. Provide leadership and academic support for faculty and staff.

Specific Administrative Duties and Responsibilities:

1. Collaborates with the clinical coordinator to secure clinical education sites for students in both programs.
2. Leads the search process to recruit and select high quality faculty and staff as vacancies or need arise.
3. Directs the processes that assure program accreditation and ongoing compliance.

4. Assures continued compliance of the program with criteria for accreditation of appropriate external accrediting agencies such as, but not limited to, Joint Review Commission in Radiologic Technology (JR-CERT), New York State Education Department (NYSED) and Middle States Commission on Higher Education (MSCHE).
5. Coordinates with the Executive Director of Accreditation, Compliance, and Planning to ensure compliance with accreditation mandates, clinical site requirements, and notification of any substantive changes within the program or any change in accreditation status.
6. Coordinates periodic program review, annual reports, and assessment of student learning, in accordance with accreditation standards and College policies.
7. Promotes innovative teaching methods and incorporating technology, including online resources, into curriculum.
8. Provides instructional coverage for imaging sciences courses, within area of expertise, during faculty absences or approved leaves.
9. Creates a premier scholarly environment for students and faculty.
10. Coordinates the curriculum and course schedules with the Registrar's Office.
11. Provides first-level resolution for program faculty, staff, and student concerns.
12. Coordinates with Information Technology and Marketing and Communications to monitor and update program-specific web page content.
13. Maintains records of program faculty and staff required professional credentials, licensing, and continuing education hours, as discipline standard dictates.
14. Coordinates outreach with development and maintenance of relationships with industry-related personnel and employers; participates in professional organizations promoting advancement of the imaging sciences profession.
15. Evaluates full-time and part-time faculty, in alignment with the Faculty Handbook, and makes recommendations for renewal of appointments.
16. Recommends, develops, implements, and evaluates new program initiatives, as identified by industry demand.
17. Coordinates with Marketing and Communications, Enrollment Management, and other stakeholders regarding the recruitment of students.
18. Oversees the budgets for areas of supervision and monitors expenses throughout the academic year.
19. Develops and implements a three-year strategic plan based on program evaluation results or other relevant assessment data.
20. Represents the imaging sciences programs in committees requiring a leadership role.
21. Promotes the participation of imaging sciences students and personnel in college activities as deemed reasonable to foster the integration and collaboration of the programs with the campus community.
22. Performs other duties, as assigned.

Methods of Accountability:

1. Written and oral reports to Provost and Vice President of Academic Affairs (PVPAA).
2. Submission of annual program report(s) to the PVPAA based on the schedule outlined in the planning and assessment processes.
3. Faculty, student and alumni satisfaction with their experience in the program.
4. Yearly evaluation by the PVPAA.

Education, Training and Experience:

1. Earned master's degree from an accredited institution required. Earned doctorate in applicable field of study preferred.
2. Previous experience in curriculum design, evaluation, instruction, program administration and academic advising.
3. Minimum of three years' full-time clinical experience in professional discipline.
4. Minimum of two years' experience as an instructor in an accredited imaging sciences program.
5. Holds current American Registry of Radiologic Technologists (ARRT) certification and registration, or equivalent as defined by professional and New York state accreditation standards.
6. Previous experience providing clinical supervision and administrative leadership within a college/university setting.
7. Familiar with standards needed for accreditation. Experience with accreditation including, but not limited to, writing self-studies, site visits, peer evaluator for nationally recognized agencies.

8. Experience with data collection and analysis with a commitment to continuous improvement of processes, programs, and services.
9. Possess the ability to work well and communicate effectively with prospective and current students, staff, faculty, administration, and colleagues and community partners in large and small settings.
10. Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, and ethnic backgrounds of undergraduate college students, faculty, and staff and a commitment to a student-centered environment.

If you are interested in applying for this position; please submit a cover letter of interest, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: humanresources@northeastcollege.edu

** Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.*

Northeast College of Health Sciences is an Equal Opportunity employer and does not discriminate against students or employees on the basis of age, race, color, creed, gender, sexual orientation, or handicapping conditions (or any other protected status) in its educational programs, financial aid, activities, admissions and employment practices.