Title: Manager, Hoxworth Administration & Staff Development  

Pay Scale Group: 16

Essential Function

Under general supervision from a designated administrator, manage the activities for recruitment; plan, implement, supervise and evaluate training activities for the donor services staff.

Characteristic Duties

- Manage the recruitment activities for donor services staff through the interview and selection process.
- Assess employee/Hoxworth staff development and training needs, make recommendations, and implement appropriate programs.
- Manage and oversee the implementation of new programs and procedures.
- Provide and document progress for re-training of staff and evaluate performance.
- Monitor the budget associated with salaries/staffing.
- Address complaints’ identify and resolve problems related to staff training.
- Collaborate with other managers to ensure compliance regulations are enforced and a safe work environment is maintained.
- Serve on various committees and represent the blood center in a positive manner to internal and external agents.
- May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- Diploma nurse with four (4) to Five (5) years experience; -OR- seven (7) years experience. Degree must be in healthcare or a related field. Experience must include at least three (3) years in project management and one (1) year supervision.

Last updated: August 2004