

CLASSIFICATION: Independent Contractor

CONTRACT PERIOD: Anticipated January 1, 2027 – September 30, 2027.

COMPENSATION: Total contract amount of \$120,000.00 for the contract period, payable in accordance with the terms and payment schedule established in the independent contractor agreement.

Funding Contingency: This role is supported by grant funding for the Rural Healthcare Professions Accelerator. The current project period ends September 30, 2027. Any extension, renewal, or subsequent engagement is contingent upon funding availability, institutional needs, satisfactory performance under the agreement, and applicable College policies and procedures.

INSTITUTIONAL LIAISON / REPORTING AUTHORITY: Vice President of Education & Engagement

SUMMARY OF ACCOUNTABILITIES

The Healthcare Workforce Project Manager provides project leadership, operational coordination, and performance evaluation services for Manhattan Area Technical College's Rural Healthcare Professions Accelerator. The contractor works collaboratively with Wamego Health Center, regional healthcare employers, school districts, and community partners to expand healthcare training, strengthen workforce pipelines, and improve access to career advancement opportunities across Pottawatomie, Geary, Marshall, and Wabaunsee counties.

The contractor coordinates project activities, training schedules, employer services, outreach, and grant deliverables while developing and maintaining the data systems and reporting processes needed to document participation, credential attainment, workforce outcomes, and program impact. The contractor also develops recommendations and strategies to support a sustainable operating model beyond the contract period.

SCOPE OF SERVICES & RESPONSIBILITIES

- Coordinate implementation of the Accelerator's approved scope of work, including project schedules, milestones, staffing coordination, and operating procedures.
- Coordinate project activities with Healthcare project staff and facilitate collaboration across instruction, simulation operations, and learner navigation.
- Develop and maintain relationships with healthcare employers, school districts, workforce organizations, military transition partners, and community stakeholders.
- Coordinate employer workforce needs assessments and translate findings into training schedules, customized upskilling opportunities, onboarding services, and career pathways.
- Coordinate access to classrooms, simulation laboratories, and mobile training resources to support equitable regional participation.

- Establish and maintain a performance dashboard, data dictionary, reporting calendar, and standardized procedures for tracking unique participants, training activities, credentials, employer participation, facility utilization, and workforce outcomes.
- Collect, reconcile, validate, and analyze information from institutional systems, project records, employer confirmations, assessments, and utilization logs.
- Prepare quarterly progress reports, annual evaluation materials, success stories, and other required documentation for institutional leadership and the grantor.
- Monitor project risks, performance gaps, and progress toward grant deliverables; recommend corrective actions and communicate concerns to designated institutional leadership.
- Coordinate with the College's Finance, Human Resources, Information Technology, academic leadership, and other departments on matters related to budget monitoring, purchasing documentation, staffing coordination, data security, and audit readiness.
- Convene regional workforce advisory activities and use stakeholder feedback and performance findings to recommend improvements to program services and outcomes.
- Develop sustainability strategies involving employer-sponsored training, tuition-supported offerings, school partnerships, and integration with existing College programs.
- Perform other services reasonably related to the scope of work, as mutually agreed upon in the independent contractor agreement or any written amendments thereto.

EXPECTED DELIVERABLES:

Deliverables will be further defined in the independent contractor agreement and applicable grant requirements. Anticipated deliverables include:

- Project implementation plans, schedules, milestone tracking, and periodic project status updates.
- Development and maintenance of a performance dashboard, data dictionary, standardized data-tracking procedures, and reporting calendar.
- Validated program participation, training, credential attainment, employer engagement, facility utilization, and workforce outcome data.
- Quarterly grant progress reports and other required performance documentation.
- Program evaluation findings, performance improvement recommendations, and stakeholder feedback summaries.
- A sustainability strategy addressing potential funding sources, employer partnerships, training models, and opportunities for continued program operations beyond the contract period.

Specific due dates, reporting formats, review procedures, and acceptance criteria will be established in the independent contractor agreement or an applicable statement of work and coordinated with the Vice President of Education & Engagement or their designee.

CONTRACTOR QUALIFICATIONS

Minimum Qualifications

- Bachelor's degree in healthcare administration, business, education, public administration, data analytics, or a related field.
- At least three years of progressively responsible experience in workforce development, program management, healthcare operations, education administration, grant management, or a closely related area.
- Demonstrated experience collecting, analyzing, validating, and reporting program or operational data.
- Proficiency with spreadsheet software and experience using databases, reporting tools, or student/client information systems.
- Demonstrated ability to coordinate projects, manage competing deadlines, and develop external partnerships.
- Strong written communication, presentation, organizational, analytical, and problem-solving skills.
- Ability to handle confidential information and maintain accurate documentation.
- Successful completion of the required third-party background check before commencement of the engagement, consistent with applicable College requirements.

Preferred Qualifications

- Master's degree in a related field.
- Experience coordinating multidisciplinary teams and managing grant-funded initiatives.
- Experience in rural healthcare, nursing or allied health education, or community and technical colleges.
- Experience with data visualization tools, dashboards, customer relationship management (CRM) systems, and program evaluation.
- Familiarity with employer-sponsored training, credential pathways, and military-to-civilian workforce transitions.

ADMINISTRATION OF CONTRACT

The contractor will coordinate with the Vice President of Education & Engagement or the designated institutional representative regarding project objectives, deliverables, reporting requirements, and contractual milestones, as established in the independent contractor agreement.

The engagement is limited to the contract period and services specified in the agreement. Any extension, renewal, or additional engagement requires mutual agreement and appropriate authorization. Continued engagement beyond September 30, 2027, is not guaranteed and is contingent upon funding availability, institutional needs, satisfactory performance under the agreement, and applicable approval requirements.