



COLLEGE OF SAINT MARY

Bloom

College of Saint Mary in Omaha, NE seeks candidates for Academic Coordinator Principal Faculty to the Physician Assistant (PA) program and Clinical Coordinator Principal Faculty to the Physician Assistant (PA) program to begin early spring 2015. The successful candidate will be expected to be an active participant in the PA program and teach appropriate courses as assigned by the Program Director. He/she will participate in the development of policies, curriculum, clinical experiences, and assessment of the program, as well as advising of students and serving on departmental and university committees. Candidates must be a graduate of an accredited PA Program and have a Master's degree in an appropriate field. Candidates must also have current certification as a Physician Assistant by the NCCPA and current licensure as a Physician Assistant in the state of Nebraska or eligibility for licensure. For more information, contact Shaun Grammer, PA-C at sgrammer@csm.edu.

College of Saint Mary is a Catholic university dedicated to the education of women in an environment that calls forth potential and fosters leadership. CSM is minutes from a thriving downtown that boasts ample opportunities to experience art, theater, music, cultural events, beautiful gardens and a world-renowned zoo.

To apply, send a letter of application, official transcripts, curriculum vitae and three professional references to: Office of Academic Affairs, PA Search, College of Saint Mary, 7000 Mercy Road, Omaha, NE 68106 or email to rkniffen@CSM.edu. Review of applications will begin November 14, 2014 and will continue until the position is filled. See below for both job descriptions.

College of Saint Mary is a Catholic university dedicated to the education of women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, age, national origin, disability, veteran status, marital status, or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.

JOB DESCRIPTION

Position Title: Academic Coordinator/Principle Faculty to the Physician Assistant (PA) program

General Statement of Duties: Serves as Academic Coordinator and Principle Faculty to the Physician Assistant (PA) program.

Supervision Received: Receives general supervision from Physician Assistant Program Director.

Supervision Exercised: None

Occupational Group: Faculty – 12 month contract

FLSA: Exempt (Faculty Contract)

Primary Job Responsibilities*:

PA Program duties:

- Active participant in Physician Assistant (PA) program
- Participate in developing, reviewing, and revising the mission statement and goals for the PA program
- Participate in designing, implementing, coordinating and evaluating the PA program curriculum
- Participate in evaluating the PA program.
- Evaluate PA student performance throughout entire program
- Participate in the PA program admissions process and applicant selection
- Participate in the academic counseling of students
- Participate in student remediation process and instruction
- Review and revise PA program announcements and advertising
- Provide didactic classroom and lab instruction to students
- Assist in acquiring didactic guest lecturers from the medical community
- Assist in securing and evaluating clinical sites and preceptors
- Rotate call on evenings and weekend as needed with PA program faculty for student emergencies.

Academic Coordinator duties:

- Serve as coordinator of the didactic phase of the PA program
- Oversee implementation of didactic curriculum design
- Coordinate scheduling of instruction during the didactic phase of the curriculum
- Collect, organize, and analyze assessment data of the didactic phase of the curriculum to present to Program faculty

General duties:

- Maintain appropriate confidentiality of student information.
- Attend PA program meetings.
- Become familiar with accreditation standards.
- Remain up-to-date with current practice standards as they relate to the PA role in providing patient care.
- Assist in acquiring, recording, and typing data needed for accreditation and site visit.
- Assist with hosting site visitors from accrediting agencies.
- Work closely with PA Program Director, Medical Director, faculty, and staff
- Perform duties of a CSM faculty member as identified in the CSM Faculty Handbook
- Maintain ongoing professional development and represent CSM in professional activities
- Perform responsibilities as assigned by the PA Program Director, Chairperson of the Division of Arts & Sciences, and the Vice President for Academic Affairs.

Qualifications for Appointment**Knowledge, Skills, and Abilities:**

- Ability to maintain confidentiality in all matters required.
- Ability to identify with, share in and have a commitment to the mission, philosophy and goals to College of Saint Mary.
- Excellent human relations and effective communication skills. Qualities conducive to establishing and maintaining effective relationships with clinicians, co-workers in a small office setting, and community.
- Knowledge of CSM policies and procedures, standards and objectives.
- Knowledge of ARC-PA accreditation requirements for PA program

Physical Requirements and Working Conditions:

- Working Conditions: Inside work environment primarily with some travel; non-hazardous work (Infrequent exposure to extremes in noise, temperatures, distractions, etc.). Little or no exposure to hazards. Generally good working conditions with infrequent exceptions.
- Physical Requirements: Normally seated, standing, or walking at will. Occasional light lifting of supplies.

Education:

- Graduate of an accredited PA Program required
- Master's degree in an appropriate field required; Doctoral degree preferred

Desired Experience:

- Work experience in a college or university setting
- Relevant teaching experience
- Experience educating medical or PA students
- Experience participating in an accreditation process
- Experience in curriculum design, objective writing, and assessment
- Experience interacting with students
- 2 or more years of clinical experience preferred

License:

- Current license as Physician Assistant in the state of Nebraska or eligible for licensure required
- Current certification as a Physician Assistant by the NCCPA required

* All requirements are subject to modification to reasonably accommodate individuals with disabilities. Any one position may not include all of the duties listed, nor do the examples necessarily include all of the duties performed.

JOB DESCRIPTION

Position Title: Clinical Coordinator/Principle Faculty to the Physician Assistant (PA) program

General Statement of Duties: Serves as Clinical Coordinator and Principle Faculty to the Physician Assistant (PA) program.

Supervision Received: Receives general supervision from Physician Assistant Program Director.

Supervision Exercised: None

Occupational Group: Faculty – 12 month contract

FLSA: Exempt (Faculty Contract)

Primary Job Responsibilities*:

PA Program duties:

- Active participant in Physician Assistant (PA) program

- Participate in developing, reviewing, and revising the mission statement and goals for the PA program
- Participate in designing, implementing, coordinating and evaluating the PA program curriculum
- Participate in evaluating the PA program.
- Evaluate PA student performance throughout entire program
- Participate in the PA program admissions process and applicant selection
- Participate in the academic counseling of students
- Participate in student remediation process and instruction
- Review and revise PA program announcements and advertising
- Provide didactic classroom and lab instruction to students
- Assist in acquiring didactic guest lecturers from the medical community
- Assist in securing and evaluating clinical sites and preceptors
- Rotate call on evenings and weekend as needed with PA program faculty for student emergencies.

Clinical Coordinator duties:

- Serve as coordinator of the clinical phase of the PA program
- Oversee implementation of clinical curriculum design
- Coordinate scheduling of faculty during the clinical phase of the curriculum
- Work closely with the Clinical Education Liaison to the PA program to ensure the completion of all clinical education duties
- Collect, organize, and analyze assessment data of the clinical phase of the curriculum to present to Program faculty

General duties:

- Maintain appropriate confidentiality of student information.
- Attend PA program meetings.
- Become familiar with accreditation standards.
- Remain up-to-date with current practice standards as they relate to the PA role in providing patient care.
- Assist in acquiring, recording, and typing data needed for accreditation and site visit.
- Assist with hosting site visitors from accrediting agencies.
- Work closely with PA Program Director, Medical Director, faculty, and staff
- Perform duties of a CSM faculty member as identified in the CSM Faculty Handbook
- Maintain ongoing professional development and represent CSM in professional activities
- Perform responsibilities as assigned by the PA Program Director, Chairperson of the Division of Arts & Sciences, and the Vice President for Academic Affairs.

Qualifications for Appointment

Knowledge, Skills, and Abilities:

- Ability to maintain confidentiality in all matters required.
- Ability to identify with, share in and have a commitment to the mission, philosophy and goals to College of Saint Mary.
- Excellent human relations and effective communication skills. Qualities conducive to establishing and maintaining effective relationships with clinicians, co-workers in a small office setting, and community.
- Knowledge of CSM policies and procedures, standards and objectives.
- Knowledge of ARC-PA accreditation requirements for PA program

Physical Requirements and Working Conditions:

- Working Conditions: Inside work environment primarily with some travel; non-hazardous work (Infrequent exposure to extremes in noise, temperatures, distractions, etc.). Little or no exposure to hazards. Generally good working conditions with infrequent exceptions.
- Physical Requirements: Normally seated, standing, or walking at will. Occasional light lifting of supplies.

Education:

- Graduate of an accredited PA Program required
- Master's degree in an appropriate field required; Doctoral degree preferred

Desired Experience:

- Work experience in a college or university setting
- Relevant teaching experience
- Experience educating medical or PA students
- Experience participating in an accreditation process
- Experience in curriculum design, objective writing, and assessment
- Experience interacting with students
- 2 or more years of clinical experience preferred

License:

- Current license as Physician Assistant in the state of Nebraska or eligible for licensure required
- Current certification as a Physician Assistant by the NCCPA required

*All requirements are subject to modification to reasonably accommodate individuals with disabilities. Any one position may not include all of the duties listed, nor do the examples necessarily include all of the duties performed.