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**JOB POSTING
OFFICE OF HUMAN RESOURCES
September 22, 2026**

POSITION: Assistant Dean for Chiropractic Education, Long Island Campus

DIVISION: Academic Affairs

STATUS: Exempt; on-campus Monday through Friday, 8:30 a.m. to 4:30 p.m.

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

Salary information: \$125,000 to \$135,000

BENEFITS:

- Medical Dental Vision Health Savings Account Flexible Spending Account
- TIAA Retirement with 8% college contribution after one year of employment
- Free EAP Counseling Services

SUMMARY

The Assistant Dean for Chiropractic Education is an in-person position that provides leadership, direction, supervision, and accountability for the Long Island Campus Doctor of Chiropractic Program. The Assistant Dean for Chiropractic Education organizes, directs, evaluates, and supervises the campus staff. Assists and promotes positive interactions with adjunct faculty and students on-site. The Assistant Dean for Chiropractic Education provides instructional leadership, course instruction, student support, technology support, and oversees scheduling of the Long Island Campus Doctor of Chiropractic Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed. These statements are not intended to be an exhaustive list of all duties and responsibilities required with this position. Actual duties and responsibilities may vary.

Administrative Responsibilities (60% of Professional Effort)

- Establishes and maintains a safe, effective learning climate in the College by implementing student behavior, attendance, social-emotional supports and campus safety programs which are aligned with College policies.

- Coordinates, implements, and monitors instructional schedules and room reservations that provides structure to meet the student, faculty and programmatic needs. Ensures coordination of effective instructional supports with a master schedule.
- Directs and assists students by facilitating smooth communication related to College policy, process and supporting classes, registration, permissions, technology, support services, etc.
- Works collaboratively with campus community members to support the operations of the Long Island Campus.
- Demonstrates positive, collaborative leadership and participates in collegial problem solving in a variety of situations and departments, emphasizing teamwork and beneficial effects on student learning.
- Supports the Office of the Registrar with student registration, scheduling, and faculty grade entry to ensure timely reporting and processing of student information.
- Supports enrollment management and student affairs regarding application and admission procedures for students enrolling on the Long Island Campus.
- Works collaboratively with partner institutions to support enrollment at Northeast College.
- Works with leadership and faculty to facilitate ordering and funding for equipment required to support the program.
- Maintains equipment and reports malfunctioning or broken items for repair and/or initiates replacement of items as needed.
- Ensures programs and instruction are in alignment with accreditation standards. Provides requested data, information and support for evaluations and program reviews.
- Organizes campus operations around improvement of instruction by maintaining safe and orderly environments.
- Analyzes program facilities, equipment, and materials and makes recommendations for needed changes. Manages campus facilities, supports safety, crisis, and evacuation plans, and ensures the security of building along with the Assistant Dean of Clinical Education.
- Supervises and evaluates administrative assistant.
- Provides support to academic program leadership in scheduling and hiring of faculty at the Long Island Campus. Provides information and data to be used for evaluation as requested.
- Assists in the organization and operation of campus events to support faculty, staff, students, enrollment and the campus community.
- Performs other duties as assigned.

Course Instruction and Instructional Leadership (40% of Professional Effort)

- Provides lead and/or assist instruction for DC courses as assigned.
- Uses educational best practices in laboratory instruction.
- Mentors adjunct faculty in educational best practices in instruction.
- Provides student advising and mentorship.
- Engages in ongoing classroom observations of lecture and laboratory instruction to promote academic excellence.
- Proctors examinations.

METHODS OF ACCOUNTABILITY

1. Verbal and written communication with Assistant Vice President for Chiropractic.
2. Verbal and written feedback from faculty, staff, and students, as well as other college stakeholders.

3. Collaborates regularly with the Assistant Dean of Clinical Education and relevant academic stakeholders.
4. Responsible for the supervision of the administrative assistant of the Long Island Campus.
5. Annual performance evaluation by the Assistant Vice President for Chiropractic with input from stakeholders.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education and Training

1. Possess an earned D.C., Ph.D., or terminal degree in a related field.
2. If D.C., licensed to practice as a Doctor of Chiropractic in New York State, or has the ability to obtain license in NYS, for teaching clinical science subjects, e.g. CLS, DIA, and TCH courses.

Experience

1. Minimum of three years' experience teaching.
2. Minimum of three years' experience in clinical practice, preferred.
3. Leadership experience in higher education or a related field, preferred.

Relevant Knowledge, Skills and Abilities

1. Experience working with faculty and managing course scheduling.
2. Experience with state, regional and programmatic accreditation.
3. Demonstrated aptitude for teaching health science students.
4. Demonstrated commitment to student success.
5. Demonstrated ability to work collaboratively with a variety of constituents, including students, faculty, staff, alumni, and parents.
6. Strong leadership and training skills that cover a multi-faceted area, which is collaborative, data informed and focused on student success.
7. Working knowledge of best practices that result in increased student engagement, retention, and graduation with a focus on graduate students.
8. Excellent interpersonal and organizational skills with the ability to function in a team.
9. Highly developed written and verbal communication skills.
10. Previous Title IX compliance experience preferred.

NOTE: Due to the driving/travel requirements, this position is subject to the College's Motor Vehicle Use Policy and the employee will be required to sign a release for a Motor Vehicle Report upon hire. This release will remain in effect through the duration of employment unless revoked in writing. Motor Vehicle Report checks are conducted annually by the College.

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.

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.