

Northeast is an equal opportunity employer.

**JOB POSTING
OFFICE OF HUMAN RESOURCES
January 20, 2023**

POSITION: Associate Medical Director

DEPARTMENT: Master of Science in Physician Assistant Studies

REPORTS TO: Program Director, Physician Assistant Studies

DIVISION: Academic Affairs

HOURS: Exempt, Part-Time, Potential Hybrid Position to be discussed at time of interview

NOTE: This position will generally be expected to work 7 hours per week. However, hybrid/remote/flexible work may be available. As a member of our exempt work force there could be occasions when a commitment beyond the normal workweek may be required.

Function

The Associate Medical Director is a part-time position responsible for supporting the Physician Assistant Studies Program (PA) development by providing knowledgeable medical guidance for both the didactic and clinical phases of the PA Program by ensuring that the curriculum, programmatic operation, and instructional faculty meet current standards of care for clinical practice as a medical doctor.

Organizational Relationships

- Reports to the Program Director, Physician Assistant Studies.

Specific duties and responsibilities

- Combination of classroom and small group teaching/advising.
- Clinical practice one day per week as a M.D. or D.O.
- Student mentoring and graduate project advising.
- Admissions activities and participation on assigned committees.
- Curriculum development and participation in scholarly activities.
- Experience with curriculum development and four-part assessment of ARC-PA.
- Performs other related duties as assigned.

Mental and Physical Requirements

- Usual office environment.
- Manual dexterity.
- Visual and auditory acuity.
- Able to sit, stand or walk for extended periods of time.

Methods of Accountability

- Satisfaction with the services provided to the Northeast community, including students, faculty and staff as evidenced by formal and informal surveys.
- Provide written and oral reports to the Program Director, Physician Assistant Studies as requested.
- Annual performance evaluation by the Program Director, Physician Assistant Studies.

Education and Experience

- Graduate from an accredited medical school in the United States of America.
- Must be a M.D. or D.O., have an active state license, and board or specialty certified, with a minimum of three years practice experience, preferably in primary care, emergency medicine, general internal medicine, family practice, surgery or surgical sub-specialties.
- Must possess strong organizational, interpersonal and communication skills.
- Must have prior experience working with a PA or have knowledge of the PA profession and be able to effectively advocate for the Physician Assistant Studies program and profession.
- Must have a N.Y. medical license or be eligible to apply and receive a N.Y. medical license within three months of hire.
- Must have a strong commitment to the development and success of the Northeast College PA Program.
- Prior experience in clinical education as well as demonstrated teaching experience in an academic institution.
- Prior experience in PA education preferred.

Working Environment and Conditions

- Welcoming and professional service-oriented environment.
- Supportive working relationship with students, faculty, staff, and co-workers.
- Safe and confidential space.
- Some evening and/or weekend hours may be required
- Northeast community includes Northeast students, faculty, and staff in Seneca Falls, Levittown, Depew and all clinical affiliated sites.

Equipment and Tools

- General office equipment and supplies.
- Computer, printer and software, including electronic health records.

The Northeast College Physician Assistant Studies Program will apply for Accreditation - Provisional from the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA). The Northeast College Physician Assistant Studies Program anticipates matriculating its first class in August of 2025, pending achieving Accreditation - Provisional status at the March, 2025 ARC-PA meeting. Accreditation - Provisional is an accreditation status granted when the plans and resource allocation, if fully implemented as planned, of a proposed program that has not yet enrolled students appear to demonstrate the program's ability to meet the ARC-PA Standards or when a program holding accreditation-provisional status appears to demonstrate continued progress in complying with the Standards as it prepares for the graduation of the first class (cohort) of students.

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.

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.