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**JOB POSTING  
OFFICE OF HUMAN RESOURCES  
May 7, 2026**

**TITLE:** Clinical Coordinator, Diagnostic Medical Sonography  
**DEPARTMENT:** Imaging Sciences  
**DIVISION:** Academic Affairs  
**STATUS:** Exempt

**Note:** As a member of our exempt work force there could be occasions when a commitment beyond the normal workweek may be required.

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**Salary: \$70,000 to \$75,000 annually**

**BENEFITS:**

- Medical      Dental      Vision      Health Savings Account      Flexible Spending Account
- College Paid Life, AD&D, LTD insurance      Generous PTO      12 Paid Holidays
- TIAA Retirement with 8% college contribution after one year of employment
- Free EAP Counseling Services      Free Chiropractic Care

*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.*

**General Description**

The Clinical Coordinator for Diagnostic Medical Sonography is primarily responsible for correlating and coordinating clinical education with didactic education as assigned by the Program Director and evaluating and ensuring its effectiveness within the Diagnostic Medical Sonography program. This role serves as the primary relationship manager for the program's clinical education partnership sites, building and sustaining a robust network of high-quality clinical placements aligned with program capacity and learning outcomes. The Clinical Coordinator represents the program as a thought leader in Diagnostic Medical Sonography education and uses an outgoing, consultative approach to secure commitments, strengthen engagement, and continually

expand clinical placement opportunities. The position is a full-time administrative appointment requiring a minimum of 35 hours per week.

## **Organizational Relationships**

- Reports to the Director of Imaging Sciences.
- Collaborates with faculty, staff, and students within the imaging sciences program.
- Serves as the College's clinical site liaison to clinical education partners, including imaging leaders, clinical preceptors, clinical staff, and site administrators, supporting affiliation requirements, onboarding, compliance, and ongoing partner engagement.

## **Specific Duties and Responsibilities**

### **1. Clinical Partnership Development and Relationship Management**

- a. Serve as the program's primary relationship manager for clinical education partnership sites, building, sustaining, and expanding a robust network of placements aligned with program capacity and learning outcomes.
- b. Develop and maintain a pipeline of clinical partners by identifying prospective sites, initiating and sustaining engagement with site leaders, and communicating the program's value proposition to support mutual benefit.
- c. Collaborate with the Academic Affairs staff to create affiliation agreements, secure approvals and track renewals.
- d. Use an outgoing, consultative approach to address site needs and concerns and secure placement commitments and preceptor support.
- e. Coordinate with the Program Director and College partners to support affiliation agreements, required documentation, onboarding, and ongoing compliance for new and existing sites.
- f. Maintain routine communication with clinical site leadership and preceptors to support retention, resolve barriers, and increase placement capacity over time.
- g. Plan and conduct site visits and partner meetings, including an annual partner meeting to strengthen relationships, reinforce expectations, and support a positive partner experience.
- h. Monitor site performance and student experience indicators, identify risks to placement continuity, and implement timely corrective actions with the Program Director and site leadership.

### **2. Clinical Education Coordination and Course Leadership**

- a. Serve as the course lead for all clinical education courses within the Diagnostic Medical Sonography program, including scheduling rotations, credentialing and health clearance processes, student assessment, remediation planning, advising, course evaluation, and submission of course grades.
- b. Manage assigned courses in the Trajecsys platform.
- c. Participate in didactic and/or clinical instruction as assigned.
- d. Assist in updating program clinical policies and procedures and promote Clinical Preceptors enforcing the policies and procedures.

### **3. Preceptor and Clinical Staff Development**

- a. Ensure that the Clinical Preceptors and clinical staff are knowledgeable of the program's mission and goals, the clinical objectives, the clinical evaluation system, and how to evaluate students' clinical competence.
- b. Manage and provide leadership to Clinical Preceptors that provide students with clinical instruction and supervision.

- c. Train Clinical Staff that are providing student supervision.
  - d. Regularly communicate with Clinical Staff to support the educational process.
  - e. Routinely perform site visits and assist during annual program meetings.
  - f. Ensure Clinical Staff are knowledgeable of program policies, procedures, and student progress.
  - g. Educate Clinical Preceptors on the assessment process.
4. Program Operations and Quality
- a. Support the Program Director to assure effective program operations, including but not limited to development, implementation, and evaluation of the program.
  - b. Participate in the accreditation and assessment processes.
  - c. Maintain current knowledge of the professional disciplines and educational methodologies through continuing professional development.
  - d. Maintain current knowledge of program policies, procedures, and student progress; promote and enforce program and college policies and procedures.
  - e. Provide support as needed to other programs within Imaging Sciences.
  - f. Participate in department, division, college, and professional meetings/ committees.
  - g. Other duties as assigned.

### **Methods of Accountability**

- Verbal and written communications with Program Director, faculty, staff, students, and clinical sites.
- Clinical partnership outcomes, including clinical placement capacity, consistency of site participation, and successful onboarding of new sites.
- Demonstrated site satisfaction and responsiveness, evidenced by timely issue resolution, ongoing communication, and continued partner engagement.
- Compliance and documentation outcomes for clinical education partners, including required training, orientation, and adherence to program and site policies.
- Maintain active involvement with professional, national, and state organizations important to clinical and educational responsibilities.
- Annual performance evaluations by the Program Director.

### **Mental and Physical Requirements**

- Effective and professional verbal and written communication skills.
- Demonstrated ability to build rapport quickly and work effectively with a wide variety of stakeholders, including site leaders, preceptors, faculty, students, and administrators.
- Strong persuasion, negotiation, and relationship management skills, with the confidence and professionalism to secure commitments and maintain long term partnerships.
- Professional demeanor.
- Effective critical thinking, problem solving and decision-making skills.
- Basic proficiency in PC use and Microsoft Office programs (Word, Excel, PowerPoint, and Outlook) and willingness to learn/use additional software platforms used for student education.
- Proficient in imaging sciences equipment used in program.
- Manage stressful situations in a fast-paced, multi-task work environment.
- Perform all services expected of a licensed Diagnostic Medical Sonographer and exhibit responsible clinical judgement.
- Occasional travel may be required.

## Education, Training and Experience

1. Bachelor's degree required.
2. Proficient in curriculum development, supervision, instruction, evaluation, and academic advising.
3. At least two years of clinical experience as a registered sonographer in the professional sonography field.
4. Must possess the appropriate credential(s) specific to the concentration(s) that s/he coordinates.
5. Appropriate professional licensure to practice in New York State.
6. Current CPR/FA.

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.

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](mailto: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.*