



APTAEducation.org Classified Ads

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**Job Title:** Assistant Director Clinical Education

**Organization:** Campbell University      **Contact Name:** Richard Bohannon

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**Date Ad Started:** June 04, 2018      **Expires:** September 04, 2018

**Summary:**

The Assistant Director for Clinical Education works collaboratively with the Director of Clinical Education in soliciting and managing contracts, development of clinical faculty, conducting student site visits and remediation plans, enforcing policy, and carrying out teaching duties as assigned within clinical education and in area of practice expertise. Percent allocation is primarily for clinical education needs in administration and teaching. Scholarship and service to program, college, and university is expected. The preferred candidate will have a background in clinical education in an academic and/or clinical setting as well as a strong communication, organization and computer skills. Knowledge of instructional design and adult learning is desired.

**Essential Duties and Responsibilities:**

Serve as course coordinator or instructor for part-time and full-time clinical education courses or professional development courses providing BB preparation and grading as required

Complete extensive travel while completing site visits in conjunction with DCE

Monitor and review medical interfaces to include Certiphi, Magnus, Exaat, and CPI with the support of DCE and Clinical Coordinator.

Support a wide range of instructional systems development, training methods, techniques and formats.

Compile and produce assessment data for the clinical education program.

Assist director of Clinical Education with leadership in all activities that relate directly to the Clinical Education components of the program.

Assist Director of Clinical Education in the solicitation of potential clinical sites as requested.

Assist Director of Clinical Education with contracts, renewals and requirements.

Maintain student records

Effectively communicate with students and clinical faculty

Clinical part time internships with assistance from DCE and Clinical Coordinator.

Provide support for adjunct clinical instructors.

Serve as point of contact for clinical coordinators at PT clinics.

Participate in program accreditation and self-study activities.

Other duties as assigned.

**KNOWLEDGE, SKILLS, ABILITIES**

Excellent communication skills including conflict resolution and mentoring

Knowledge of Blackboard, examsoft, and Microsoft products is highly desirable

Ability to work with survey generators (survey monkey, qualtrics, etc)

Ability to prioritize and organize projects effectively

Handle multiple tasks simultaneously

**Description:** Work and make decisions independently

Meet deadlines

Maintain a professional appearance and attitude

Ability to communicate effectively with clinic coordinators and other professionals

**Education/Experience**

A DPT degree (or post-professional DPT) is required from an accredited institution. ABPTS or other specialty certification preferred.

Teaching experience preferred

Credentialed clinical instructor

Served as CI or CCCE

5-7 years of practice experience as a licensed physical therapist with eligibility for licensure as a PT in NC

2-3 years of administrative experience in physical therapy setting

Advanced knowledge of Microsoft Word, PowerPoint, Excel, Adobe products and other related applications preferred; experience with Blackboard and ExamSoft a plus.

**Physical Demands:**

Lifting, moving, sitting/standing for extended periods

Sitting/walking/standing for extended periods.

Some lifting required.

**Mental Demands:** (complexity of duties, decision-making responsibilities, etc.)

Must be adaptable to new technology systems.

Must have excellent communication and organizational skills.

Ability to work in a multi-ethnic and multi-cultural environment.

Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.

Ability to manage multiple tasks simultaneously.

Ability to supervise and deal with an adaptable and changing schedule

Ability to meet deadlines.

Ability to work independently and anticipate needs while DCE is traveling

Ability to keep confidential matters confidential.

Ability to take initiative and be independent.

Ability to handle situations with sensitivity.

**Other Information:**

This position demands honesty, integrity and the ability to work with the Christian mission of Campbell University.

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