



**Job Title:** Director, Division Of Physical Therapy

<b>Organization:</b> American International College	<b>Contact Name:</b> Jennifer Currie
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<b>Date Ad Started:</b> December 08, 2017	<b>Expires:</b> March 11, 2018

### ABOUT AIC

American International College is a private, coeducational institution of higher education located on a 70+ acre campus in Springfield, Massachusetts. The campus has 42 buildings on two sites approximately 1/2 mile apart with a total of approximately 660,000 gross square feet. Included in the inventory of buildings are student residences for a resident population of 900 students. Founded in 1885, the College has 3,700 graduate and undergraduate students. AIC offers a variety of undergraduate and graduate programs through the Schools of Business, Arts and Sciences; Health Sciences; and Education. The mission of the College is to transform student lives through career focused learning, with a strong foundation in the liberal arts, a commitment to serving the community, and a high level of involvement in the global economy.

### ESSENTIAL FUNCTIONS

- Work effectively with faculty, students, administrators, alumni, the College community and external communities
  - Management of personnel, student (including academic advisement as needed), resources, curriculum, and budget
  - Active engagement in professional community to enhance visibility of Division and School
  - Conduct faculty performance appraisals
  - Assist with recruitment, retention, and mentoring of faculty
  - Work collaboratively with Admissions Office, Center for Academic Success, and other related offices to coordinate and oversee recruitment, retention, and advisement of students
  - Actively participate in Dean's Leadership Council
  - Contribute to course scheduling process that addresses program needs and maximizes School resources
  - Provide programmatic academic leadership
  - Keep abreast best practices in health professions education
  - Recommend and oversee undergraduate or graduate program development or curriculum revision to reflect best practices in health professions education
  - Facilitate development/implementation of divisional goals & objectives
  - Monitor continued compliance with policies, academic standards, and accreditation requirements for respective programs
  - Teach up to 4 credits per academic year
  - Attend scheduled general faculty, school faculty, and departmental faculty meetings; attend Town meetings and Faculty Assembly meetings
  - Attend required convocations, meetings, commencement, academic awards ceremonies, and workshops and be available to participate in activities that promote the College in a positive manner both on and off campus
- Description:**
- Demonstrate commitment to interprofessional education
  - Contribute to preparation of school documents such as, strategic/action plans, annual reports, catalogs, and other publications
  - Facilitate oversight of quality control and accountability processes for programs
  - Participate in the development and implementation of school wide initiatives to enhance the quality of programs

- Ensure continued compliance with policies and standards related to admission and progression of students in programs
- Other duties as assigned by Dean

#### **QUALIFICATIONS**

##### **Job Requirements:**

- Academic doctorate (e.g. PhD, EdD)
- Professional experience in PT required
- At least 6 years of full time experience in a college or university setting, with at least 3 years of full time experience in physical therapist education program required
- Administrative experience at the program or department level required
- Licensed or eligible for licensure as a physical therapist in Massachusetts required

##### **Knowledge/Skills/Abilities:**

- Strong commitment to high quality instruction in a diverse, student-centered environment and the ability to work with students with various learning styles and backgrounds
- Ability to foster a collaborative atmosphere among students, faculty, and staff
- Experience using Microsoft Office Suite, Blackboard, and the use of instructional technology to teach traditional, hybrid or online courses as needed and serve as a resource for faculty using these tools.
- Enthusiastic, committed teacher-scholar with demonstrated excellence in teaching and scholarship

#### **WORK SCHEDULE**

This is a full time, benefit eligible position. Normal Office Hours are 8:30 a.m. to 4:30 p.m., flexible to the needs of the department.

#### **TO APPLY**

Qualified applicants should save and submit a brief cover letter, current resume, and contact information for three professional references **(one of which must be a current or prior supervisor)** as one document. Upload the saved document into the online application:

<https://w2.aic.edu/static/jobs/director-division-of-physical-therapy-id-511.html>

AIC is an Equal Opportunity Employer.

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