Job Title:

Adjunct Instructor, Physician’s Role in the Health System, College of Osteopathic Medicine

Job Description:

The Physician’s Role in the Health System (PRHS) Adjunct Instructor serves as the primary point of contact first and second year osteopathic medical students engaged in the Service-Learning Experience (SLE)/quality-improvement/population health projects in partnership with surrounding community health institutions. The PRHS Adjunct Instructor will work closely with community partners, course directors, Clinical Education Coordinators, and serve as a contact person for clinical sites and preceptors. In conjunction with Clinical Education Clinical Coordinator, the PRHS Adjunct Instructor will oversee operations of student-learning experience projects such as scheduling, developing, onboarding, and overseeing relationships with clinical preceptors, clerkship directors, medical staff office personnel, medical students, and other allied professionals.

Reports to:

Assistant Dean of Graduate Medical Education

Classification:

Faculty, Part Time, Non-Exempt

Essential Duties:

- Act as a point of contact for osteopathic medical students regarding service-learning experience projects in partnership with community health institutions.
- Counsel & advise the students at the beginning of their 1st-year and throughout the 2nd-year regarding the service-learning experience process. This counseling will be in the form of informational meetings, individual meetings, and presentations.
- Oversee first-year and second-year service-learning student onboarding and scheduling process in coordination with the student-learning coordinator.
- Along with the Assistant Dean of Graduate Medical Education, or designee, measure the quality and improvement of the service-learning experiences to assure their effectiveness and ensure comparable outcomes across all learning sites.
- Participate in teaching of the PRHS curser.
- Perform other job-related duties and oversee special population health, quality improvement, and research projects as assigned.

Qualifications/ Education:

- Advanced Degrees such as Master of Science or Public Health are preferred.

Skills & Experience:

- Effective and efficient communication of information in a manner suitable for the intended audience; emphasis on written and verbal communication skills, including professional email and telephone skills.
- Demonstrated ability to interact with highly educated professionals, including physicians, PhDs, university faculty and staff, and current students and alumni.
- Familiarity with higher education process and medical terminology.
- Experience working with sensitive information and maintaining confidentiality.
- Advanced PC knowledge and skills; proficiency with Microsoft Office, including Outlook, Excel, Word, PowerPoint, etc.; and Learning Management Systems.
- Efficient organizational and time management skills.
- A demonstrated ability to systematically prioritize and complete multiple projects simultaneously.
- Attention to detail and able to prioritize duties.
- Public speaking skills desired.
- Ability to work independently and within a team environment.
- Commitment to diversity and inclusivity.
Compensation: $100.00 per hour

Application Instructions
Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, and contact information of at least (3) professional references. Please send a completed package electronically to careers@chsu.edu and type Adjunct Instructor, Physician’s Role in the Health System in the subject field of the email.

CHSU is an Equal Employment Opportunity (EEO) employer. CHSU complies with the Employment Eligibility Form (i-9) requirements.