

Job Title:**Vice-Chair of Primary Care****Job Description:**

The Vice-Chair of Primary Care provides support for the development, delivery and assessment of the clinical curriculum. The Vice-Chair reports to the Chair of Primary Care for the College of Osteopathic Medicine.

Reports to:**Chair of Primary Care****Classification:****Full-time, Exempt****Essential Duties:**

- Develop, deliver, implement and manage COM clinical curriculum and assessments
- Prepare and Perform formal evaluations for all faculty and staff in the department;
- Prepare financial and budgetary plans and help oversee expenditures of the department
- Provide mentorship to all faculty in the department;
- Assist in planning and delivering ongoing faculty development activities;
- Participate as a member of the COM leadership team in meetings;
- Preside over department meetings in conjunction with the Department Chair;
- Participate in prospective student interviews and be involved in recruiting and admissions processes;
- Anticipate human resource needs for the department and when the need arises, coordinate the recruiting and interview process for new faculty and staff and make recommendation for hire to the Associate Dean;
- Direct the education and instruction of medical students and other health care professional students while providing mentorship and motivation for learning, research and scholarly activity in classroom environments, clinical settings, active learning groups, laboratory experience and research opportunities;
- Be readily available for student advising, tutoring, remediation and academic counseling;
- Provide professional and clinical services in the Clinic or other clinical settings consistent with training and degree as assigned;
- Participate in service to the University and COM by serving on committees as appointed by the Office of the Dean/Provost/President;
- Provide leadership, mentorship, supervision, guidance to students, participating in community outreach events and with professional organizations or student groups as requested by the Associate Dean;
- Participate in curriculum development, assessment and modification as a part of the college's ongoing quality improvement and assessment program;
- Participate in the training, assessment and evaluation of clinical students and residents, provide feedback and remedial assistance to ensure all core competencies and entrusted professional activities are met;
- Provide feedback and participate in the assessment or evaluation of faculty and staff as part of the University's ongoing quality improvement processes;

- Maintain a personal and professional development plan and portfolio, including documentation of teaching, professional development activities and plans, service provided to college and communities, scholarly activity and research to assure personal growth and continued competency with specialty field;
- Demonstrate the highest standard of professionalism and ethical behavior in all aspects of personal and professional actions and performance;
- Demonstrate and role model an ongoing ability to work cooperatively with students, colleagues, supervisors and support staff;
- Demonstrate adaptability and the willingness to assist the university and college in fulfilling its mission and vision through teaching, academic administrative duties (course/system coordinator), providing patient care, community service and/or perform special duties as assigned;
- Advance the prestige of the University and College through personal career advancement;
- Participate in scholarly activity which includes publications and local and national presentations representing the University and the COM;
- Other duties as assigned.

This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by CHSU.

**Qualifications/
Education:**

- Terminal DO degree
- Four (4) years academic experience as faculty at a College of Osteopathic Medicine or as faculty member in a Graduate Medical Education program preferred
- Active and unrestricted DO license required
- Maintenance of board certification in primary field of expertise required.
- Demonstrate academic leadership, effective communication, and time management skills;
- Team player
- Demonstrate ability to mentor and motivate students and peers;
- Demonstrated leadership and productivity in the areas of clinical or professional service, scholarly activity, medical research or education;
- Good standing with all regulatory and governmental boards and agencies;
- Demonstrated leadership and administrative experience in clinical, professional or educational settings, preferred;
- Eligible or hold an unrestricted CA medical license;
- Eligible for coverage by University's malpractice insurer if applicable.

Salary:

CHSU offers competitive wage and benefits packages and is an EEO employer

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, addresses, and telephone numbers of at least (3) professional references who may be contacted. Please send a completed package electronically to careers@chsu.edu and type **VICE-CHAIR OF PRIMARY CARE** in the subject field of the email.