



## Position Description

Job Title: Assistant Program Director for Academic Affairs	
Department: Anesthesiology	Date: June 1, 2024
FLSA: Exempt	Work Location: Auburn Campus
Employee Category:	Work Schedule: (FT) – 8:00-5:00 M-F
Reports to: Program Director, MHSA Program Auburn Campus	Percent Employment: 60%
Direct Reports:	

- I. **Job Summary:** The Assistant Program Director for Academic Affairs plans, directs, and oversees Anesthesiologist Assistant student academic affairs and activities, ensuring they meet the Program and University’s mission, goals, and objectives. Assist in coordinating the academic and clinical education of the Anesthesiologist Assistant students with the goal of educating students to act as competent entry level anesthesia providers and as professional members of the health care industry. Assist the Program Director in providing leadership and direction for the Master of Health Science in Anesthesia Program. Responsible for coordination of the didactic components of the Program curriculum.

I. **Job Duties:**

1. **Curriculum**

- a. Assist the Program Director with curriculum mapping, course and content distribution and faculty deployment
- b. Participate in the evaluation of textbooks and other learning material
- c. Assist in maintaining a current curriculum map that ensures coordination and relevancy of academic curricula
- d. Oversee and monitor administration of coursework specific to Program
- e. Compile and collate all paper and electronic handouts, presentations, or teaching instruments and examinations
- f. Review, approve, and revise course syllabi according to Program policy
- g. Recommend changes in curriculum, policy, and program requirements to the Program Director and appropriate committee, as needed.
- h. Oversee and coordinate the Foundation blocks of the learning curriculum
- i. Collaborate across all campuses to ensure congruence in the learning curricula

2. **Faculty**

- a. Recruit, recommend, and orient new clinical rotation site personnel
- b. Participate in faculty meetings and collaborate with faculty to solve problems

3. **Program Administration**

- a. Maintain and develop clinical rotation site information and faculty rosters
- b. Work within a team comprised of all Anesthesiologist Assistant Program professional staff
- c. Prepare and submit reports on program activities, as directed by Program Director
- d. Create and monitor learning curriculum
- e. Assist in preparing for the Program’s accreditation process by the Accreditation Review Committee for Anesthesiologist Assistant Programs
- f. Communicate with all necessary staff on a regular basis
- g. Participate in ongoing program review and assessment

- h. Support an ongoing evaluation model of the program, which will include review and assessment methodologies
- i. Actively participate in all aspects of the program strategic plan, program growth initiatives and market expansion opportunities

**4. Students**

- a. Evaluate applications for admission, manage personal interviews with applicants, and make recommendations to the Program Director
- b. Advise students as needed
- c. Teach students in didactic and clinical setting
- d. Review student feedback pertaining to faculty and courses
- e. Maintain standards of educational performance in accordance with Program objectives, professional standards of practice, regulatory, and accreditation agency standards
- f. Serve on Progress & Promotions Committee and initiate student remediation and corrective action

**5. University**

- a. Participate in faculty workshops, commencement exercises and other events, as required
- b. Perform other duties as assigned by the Program Director or Dean

**6. Perform other duties as assigned.**

**II. Required Qualifications:**

The ability to orally communicate effectively with others, with or without the use of an interpreter is necessary. The ability to communicate effectively in writing, using the English language, with or without the use of auxiliary aides or services is required. The ability to work cooperatively with colleagues and supervisory staff at all levels is required for the position. Problem-solving ability and extensive knowledge regarding all phases of basic science and clinical education is required. The ability to evaluate program applicants, support systems, student and faculty is required. Knowledge of academic and clinical curriculum design, accreditation standards and applicable strategic planning models is necessary. Good interpersonal skills are required in order to interact well with the patients, physicians, student anesthetists, residents, and other personnel. Proficient adult training skills are necessary. Proficient computer skills and familiarity with word-processing and spreadsheet software is required.

Education: An Anesthesiologist Assistant having completed a CAAHEP-accredited AA educational program and who possesses an unincumbered certification by the National Commission for Certification of Anesthesiologist Assistants.

Experience: Minimum of five (5) years clinical experience, administrative and organizational capabilities required.

Other skills important to this position:

- Must have demonstrated evidence of development, management, communication, and interpersonal skills.
- Excellent interpersonal and communications skills
- Strong team player
- Demonstrated capacity to render independent judgment and take responsibility for initiating and coordinating activities in support of recruitment and admissions required.
- Excellent verbal and written communication skills required.
- Knowledge of Windows, Microsoft Office, Internet and basic website management and email required.

- Some travel required (*approximately 10% of time*)
- Requires excellent work and attendance record.
- Commitment to company values

III. **Preferences:** Although not essential, preferences may be given to applicants who have the following skills or attributes.

- Teaching experience in institution of higher education

IV. **Working Conditions and Efforts:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: The incumbent may be exposed to short, intermittent or prolonged periods of sitting or standing in the performance of job duties. The incumbent may be required to accomplish job duties using various types of equipment and supplies including but not limited to, calculators, computer keyboards, telephones, writing utensils, etc. The incumbent may be required to transport oneself to other campus offices, conference rooms and other off-campus sites.

Work environment: Office environment. Outside travel required 10-15% of time. The noise level in the work environment is usually minimal.

V. **VCOM core values:** The employee is expected to adhere to all VCOM polices. VCOM faculty/ staff are to maintain a positive attitude in all working relationships with all VCOM departments, employees, medical students, prospective medical students, interns and residents.

I have read and understand this explanation and job description. Job description may be changed at any time.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Approvals:**

Division Officer: \_\_\_\_\_

Date: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

President: \_\_\_\_\_

Date: \_\_\_\_\_

