



Position Description

Job Title: Director for Medical Education	
Department: Anesthesiology	Date: August 1, 2025
FLSA: Exempt	Work Location: Campus Flexible
Employee Category: Administrative Staff	Work Schedule: M-F, 8:00am – 5:00pm
Reports to: Dean, Anesthesiologist Assistant Programs	Percent Employment: 100%
Direct Reports: Medical Education Specialists	

I. **Job Summary:**

The candidate will supervise and facilitate the daily operations of Medical Education for the Master of Health Science in Anesthesia (MHSA) Program which supports faculty classroom instruction and testing. The position will require significant interaction with both students and faculty, and an amicable professional demeanor is essential. The position serves as primary liaison between the Master of Health Science in Anesthesia Program and the Medical Education department of VCOM and Bluefield University.

II. **Job Duties:**

1. Supervise the posting of all teaching materials, including online course material, ensuring that learning materials comply with university branding guidelines and relevant learning methodologies.
2. Oversee the compilation, formatting, and administration of all classroom exams.
3. Regularly review learning calendars and learning content for congruence across MHSA Program campuses
4. Review all item analysis from exams with faculty and determine when to post grades for students.
5. Obtain book orders and syllabi from instructors and faculty three weeks after the start of the previous academic block; route syllabi to the Curriculum Committee, Program Directors, and Associate Dean
6. Develop, maintain, and distribute academic learning Block calendar to faculty, staff and students three weeks prior to each academic block and as needed based on program calendar changes.
7. Maintain and calculate current grades in all classroom and laboratory courses.
8. Review and submit all final grades to the Bluefield University Registrar.
9. Coordinate process by which students assess faculty instruction.
10. Organize and maintain Medical Education files and records.
11. Maintain and annually update the *MHSA Student Handbook*
12. Maintain an up-to-date list of student and faculty access for Canvas.
13. Identify students who need tutoring and provide the peer tutoring scheduler with the necessary information to set up tutoring sessions for students as follows: identify after each exam those students needing tutoring; send letters to students to attend tutoring and copy Director for Student Academic Success; request in the letter for the students to make an appointment with the Academic Counselor and inform the counselor.
14. Coordinate, arrange and develop an engaging faculty development program in collaboration with the Associate Dean and Dean
15. Train faculty on ExamSoft, TrueLearn, iClicker, Bluefield TV, and Canvas platforms

16. Develop and manage student retention strategies
17. Crosscheck academic calendars with the Associate Dean and Program Directors to assure that common lecture titles and hours are correct.
18. Crosscheck course syllabi with the Associate Dean and Program Directors to assure lecture titles and objectives are common.
19. Crosscheck SIM sessions, clinical skills, and other required curriculum are common.
20. Review course syllabi to assure they match the MHSA syllabus template.
21. Assist Associate Dean for Academic Affairs with creation of block calendars.
22. Make any necessary changes to existing block calendars, as directed by the Dean
23. Communicate effectively with all levels of faculty and students.
24. Perform other duties as assigned.

III. Required Qualifications:

- Education: Master's degree in Education or related field
- Licensure or certification: N/A
- Experience: Experience working in an institute of higher education

Skills required for this position include:

- Excellent interpersonal and communications skills
- Strong team player
- Commitment to company values
- Basic computer proficiency
- Proficiency in word processing and MS Office Suite

Preferences are given to candidates who have experience with Scholar or similar course management software, graphic skills and web design.

Successful candidate will be subject to a criminal history background check.

Regular, reliable, or predictable attendance is an essential function of the job.

- 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. The position requires a rapid pace, some days with long hours to meet expectations, long distance driving to rural sites, and the ability to organize, interpret, and utilize a large volume of information.

Physical demands: While performing the duties of this job, the employee is required to ambulate (may be with use of assisted devices); sit, stand (or accommodate for standing); use hands and vision for teaching; use office equipment such as computers; speak to large and small groups of individuals for teaching; perform moderate telephone and poly-com communication/usage; occasionally be required to lift and/or move up to 50 pounds; drive distances up to five hours or to fly on occasion to other campuses or meetings.

Work environment: Office/classroom environment. Outside travel required 5% of time. The noise level in the work environment is usually moderate.

This position is classified as an exempt position because it requires that the candidate/employee exercise independent judgement and discretion regarding matters of significance.

Employment with VCOM is “at-will”. This means employment is for an indefinite period of time and it is subject to termination by the employee or by VCOM, with or without cause, with or without notice, and at any time. Nothing in this position description or any other policy of VCOM shall be interpreted to be in conflict with or to eliminate or modify in any way, the “at-will” employment status of VCOM employees.

- V. VCOM Core Values:** The employee is expected to adhere to all VCOM policies. As the environment is a professional college, VCOM faculty / staff are expected to dress and behave in a professional manner at work. VCOM faculty / staff are expected as VCOM employees, to be a person who obeys all laws and professional expectations of an upstanding citizen of the community. VCOM expects all employees to maintain a positive attitude in all working relationships with all VCOM departments, employees, medical students, prospective medical students, interns, and residents and to treat all other engaged in the duties of the employment, with mutual respect.