



Position Description

Job Title: Program Faculty	
Department: Anesthesiology	Date: September 30, 2026
FLSA: Exempt	Work Location: Auburn Campus
Employee Category: Faculty	Work Schedule: (PT) – 8:00-5:00 M-F
Reports to: Campus Program Director, MHSA-Auburn	Percent Employment: 60% Didactic 40% Clinical
Direct Reports: N/A	

- I. **Job Summary:** Teach all assigned coursework to Anesthesiologist Assistant students and actively participate in curriculum development in collaboration with the Program Director; develop, teach, monitor, and evaluates courses in the basic science, clinical, and simulation/skills development aspects of the graduate program; act as a resource for professional and community connections for personal and professional development; act as an academic adviser for the students and mentor for the comprehensive examinations; remain current in professional area of interest and participate in professional societies and activities, participate in all assigned, required, as well as other related professional services and activities in the MHSA Program.
- II. **Job Duties:**
- a. **Teaching:** Serve as Course Director for, and deliver, an innovative, integrated curriculum in Clinical Physiology and Pathophysiology, and all other coursework as assigned by the administration. Obtain and maintain literacy in your field at 80% or higher. As expertise allows, provide instruction in different courses of the curriculum.
 - i. Participate in the evaluation of textbooks and other learning materials
 - ii. Collaborate with the VCOM biomedical science faculty to deliver applicable physiology and pathology content to ensure a seamless academic experience for the MHSA students.
 - iii. Assist in maintaining a current curriculum map that ensures coordination and relevancy of academic curricula.
 - iv. Review, update, and revise course syllabi according to Program policy
 - v. Recommend changes to the Curriculum Committee for curriculum, policy, and program requirements, as needed.
 - vi. Teach 40-60 graduate-level course hours per year.
 - vii. Instruct student learners in simulation-based skills learning activities as needed
 - viii. Serve as a primary clinical preceptor of Program students
 - ix. Prepare and deliver assigned courses in an educationally effective manner
 - x. Maintain online course content
 - b. **Service:** Equivalent to 10% time: Participate in candidate student interviews, Program committees, and service to the Program as assigned by the Dean.
 - i. Participate in faculty meetings and faculty development
 - ii. Assist in the ongoing evaluation of the Program, which includes program review and assessment of student learning objectives
 - iii. Prepare and submit reports on course activities, as directed by the Dean
 - iv. Submit an annual Faculty Activity Report as directed
 - c. **General:** Equivalent to 10% time: Be familiar with and adhere to the administrative and academic practices, policies, and procedures of the Program, VCOM, and Bluefield University as outlined in the Faculty Handbook, Student Handbook, and College Policy Manual.

- i. Work positively and productively with the Dean, the Campus Program Director, the Medical Directors, and associated faculty in all areas of work.
- ii. Actively participate in all aspects of the program strategic plan, program growth initiatives, and market expansion opportunities.
- iii. Maintain standards of clinical performance in accordance with Program objectives, professional standards of practice, regulatory, and accreditation agency standards.
- iv. Perform all duties as outlined in the employment contract.

III. Required Qualifications:

Education: Completion of an accredited program in an Anesthesiologist Assistant or Nurse Anesthesia, master's degree or higher, with relevant experience in teaching.

Licensure: Professional certification as an Anesthesiologist Assistant through the National Commission for the Certification of Anesthesiologist Assistants (NCCAA) or National Board of Certification and Recertification for Nurse Anesthetists (NBCRNA); valid professional state license in good standing.

Experience:

- Clinical experience in anesthesiology or a closely related field
- Teaching experience at the graduate or undergraduate level
- Organizational committee participation
- A record of community experience
- Ability to mentor students

Skills required for this position include:

- Excellent interpersonal and communication skills
- Strong team player
- Commitment to institutional mission and values
- Basic computer proficiency

Preferences given to applicants who have the following skills or attributes:

- Have an advanced degree in education or a related field
- Familiarity with the Anesthesiologist Assistant profession

The successful candidate must be eligible to work in the United States.

The successful candidate will be subject to a criminal history background check.

Regular, reliable or predictable attendance is a required function of the job.

- IV. Working Conditions and Efforts:** The physical demands and work environment characteristics described here are representative of those required of an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position requires a rapid pace, some days with extended hours to meet expectations, and the ability to organize, interpret, and utilize a large volume of information.

Physical demands: The incumbent may be exposed to short, intermittent, or prolonged periods of sitting or standing while performing job duties. The incumbent may be required to perform

job duties using various types of equipment and supplies, including, but not limited to, calculators, computer keyboards, telephones, and writing utensils. The incumbent may be required to travel to other campus offices, conference rooms, and off-campus sites.

Work environment: Office environment. Outside travel required 5% of the time. The noise level in the work environment is usually minimal. The work requires rapid synthesis and organization of large volumes of material while prioritizing duties.

This position is classified as exempt at the Professional level because it requires advanced knowledge or a “learned professional” to meet the job duty requirements.

Employment with VCOM is “at-will”. This means employment is for an indefinite period and 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 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 VCOM is a professional college, the VCOM faculty/staff are expected to dress and behave professionally at work. VCOM faculty/staff are scheduled as VCOM employees and are expected to be persons who obey all laws and professional expectations of an upstanding citizen of the community. VCOM expects all faculty/staff to maintain a positive attitude in all working relationships with VCOM departments, employees, students, prospective students, and colleagues, and to treat all others engaged in the duties of employment with mutual respect.

I am notified that the College is an equal opportunity employer and does not discriminate on the basis of age, sex, sexual orientation, ethnicity, religion, disability or protected veteran status.

I have been made aware of the College’s most recent campus safety report, the location of the College's policies and procedures document, and the appropriate handbook for my position. I recognize my responsibility to be aware of the policies and procedures and agree to follow them as written.

I have read and understand this explanation and job description. I also know that the job duties and description, or the need for the position, may be changed at any time as required by the College, where growth or a change in direction of the institution may alter my department's duties or the need for the position.

Employee Signature: _____ Date: _____

Approvals:

Division Officer: _____ Date: _____

Immediate Supervisor: _____ Date: _____

President: _____ Date: _____

