I. **Job Summary:**
As the course director of Epidemiology, Preventive Medicine and Population Health, the individual will lead and teach the course on the Louisiana Campus and design and participate in community health research.

II. **Job Duties:**
1. Lead and instruct the Epidemiology course for the Louisiana Campus.
2. Lead and conduct community health research.
3. Assure the College remains current with scientific trends within the discipline of anatomy.
4. Serve as a liaison for the College with other academic sites, and agencies, as appropriate.
5. Work in a positive manner with the Campus Dean and the Associate Dean for Medical Education for the development of the Biomedical Division and the integrated curriculum.
6. Represent the College in a positive manner which facilitates a pleasant and productive work environment especially in interactions with students, faculty, staff, and in external arenas.
7. Participate in service related activities for VCOM-LC including being an active member of assigned committees.
8. Participate in faculty development and faculty meetings.
9. Obtain/Maintain literacy in your field.
10. Be familiar with and adhere to the administrative and academic practices, policies and procedures of the College as set forth in the Faculty Handbook, College Catalog and College Policies Manual.
11. Submit an annual Faculty Activity Report.
12. Perform other duties as assigned.

III. **Required Qualifications:**
- **Education:** Doctoral degree in the field or related field.
- **Licensure or certification:** Licensed to practice medicine in the State of Louisiana (if M.D. or D.O.)
- **Experience:** The candidate must have formal training in human gross anatomy and its sub disciplines with evidence of ability to teach at the medical school level. Candidate should have administrative experience, at least at the course director level.
Skills required for this position include:
- Excellent interpersonal and communications skills
- Strong team player
- Commitment to company values
- Basic computer proficiency

Preferences may be given to applicants who have the following skills or attributes.
1. Faculty member experience at the professional school level
2. Experience as a course director, department chair or other administrative position

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

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 required for teaching the osteopathic examination and for teaching / providing treatment. The ability to use office equipment such as computers; to speak to large and small groups of individuals for teaching. The ability to hear heart sounds, lung sounds and conversation for the purpose of teaching students how to hear and interpret those sounds and for practice. The ability to perform moderate telephone and Polycom communication / usage. The employee may occasionally be required to lift and/or move up to 50 pounds. The employee must be able to drive distances up to five hours or to fly on occasion to clinical sites, depending upon the location of the core teaching hospitals.

Work environment: Office, clinical practice, classroom, laboratory, and clinical skills teaching environments as well as to conduct travel to the clinical sites. Outside travel required is 15% to 20% of time. The noise level in the work environment is usually minimal. The pace of the work requires a rapid pace to synthesize and organize large volumes of material, while includes those required for clinical practice and clinical teaching and prioritizing duties.

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

V. VCOM Core Values: The employee is expected to adhere to all VCOM policies. As the environment is a professional college, the VCOM faculty/staff are expected to dress and behave in a professional manner at work. The VCOM faculty/staff are also expected to as a VCOM employee to be a person who follows 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 others engaged in the duties of the employment, with mutual respect.

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

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, or disability.

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

Employee Signature: ___________________________ Date: ________________

Approvals:

Division Officer: ___________________________ Date: ________________
Dean: ___________________________ Date: ________________
President/Provost: ___________________________ Date: ________________