

Assistant Professor/Director of Clinical Education



Department: Master of Physician Studies

Type: Regular, Full-Time- 12 Months, Non-Tenure track

Stephens College seeks applications for an Assistant Professor in our Master of Physician Assistant Studies program, serving in the role of Director of Clinical Education. This position is a full-time, 12-month, non-tenure track position. The Stephens College PA program is currently accredited for 10 years with a present enrollment of 30 students each year. The Program is a 13-month didactic phase and a 14-month clinical phase that culminate in the conferral of a Master of Physician Assistant Studies.

The Director of Clinical Education for the Stephens PA program oversees the development, content, implementation, and evaluation of the clinical curriculum. They provide direction and objectives to clinical faculty; develop an annual strategic plan for retaining and developing new clinical faculty and visit new clinical sites as overseen by the program director. The Director supervises the procurement, certification, and retention of clinical preceptors. In addition, the Director oversees the clinical sites and ensures that preceptors meet minimum qualifications that are within ARC-PA standards. The faculty member will teach a minimum of six credit hours each semester. This position is responsible for the development of the supervised clinical practice experiences to include instructional objectives, outcomes, and continued evaluation for effectiveness. All faculty will participate in the continuous review, analysis, and evaluation of the program's mission. The Director of Clinical Education is a key member of the leadership team. Other duties include scholarship, academic advising, service to the program and college, and professional activities. All principal faculty receive .20 release time to pursue clinical practice and/or research.

Responsibilities:

- Serve as course director or co-director as needed for program.
- Maintain a full teaching workload per PA faculty workload policy.
- Advise students.
- Collect and manage data to track learning outcomes for students and performance outcomes for clinical year students in the program.
- Assist the program director with the continuous development, review, planning, outcomes evaluation, and general effectiveness of the PA program.
- Create and proctor exams.
- Provide remediation, as necessary.
- Participate in program meetings, college committees, and state and national organizations.
- Coordinate, review and revise clinical policies and procedures as needed.
- Overseas all scheduling of clinical rotations.
- Recruits, contacts, and visits perspective preceptors.
- Perform student site visits.
- Responsible for all annual site safety visits.
- Responsible for collecting MOU and Contract Agreements.
- Responsible for vetting all sites to ensure compliance with ARC standards.
- Community outreach, developing partnership for clinical rotations for students.
- Responsible for all SCPE.
- Contact and follow up with preceptors who express concern with students, the program, or processes.
- Develops OSCEs.
- Schedules all end-of-rotation activities.
- Grading of clinical documentation during the clinical year.

- Participates in on the Admissions Committee, SPPC Committee, Faculty Meetings, and the Curriculum Committee.
- Attends all interview days as an interviewer.
- Attends all open houses, special events and graduation ceremonies.
- Participates in accreditation activities.

Qualifications:

- Terminal degree - Masters from an ARC accredited PA program
- Minimum one year of clinical practice experience
- Current NCCPA certification with eligibility for licensure in the State of Missouri
- Teaching experience preferred.

To apply:

Submit a current curriculum vitae, a list of five references with contact information, and a cover letter that describes how your qualifications and experience align with the job description to [Stephens College Application](#).

The successful candidate must pass a criminal background check.

Stephens College offers excellent benefits including vacation/holiday/sick pay, health/dental/life insurance, tuition waiver and retirement plan.

About Stephens College:

Established in 1833, Stephens College is a comprehensive Master's institution with a robust undergraduate women's college preparing students for successful careers in business, communication, fashion design, education, creative writing, filmmaking and the health sciences (including a new nursing degree program jointly owned and operated by a local private healthcare system); a new co-ed Conservatory for the Performing Arts launching in August 2022; and thriving co-ed graduate programs in the health sciences (Physician Assistant, Counseling, Health Information Management), and the performing arts (MFA in Script and Television Writing located at the Jim Henson Studios in Los Angeles).

Located in the heart of Columbia, Missouri – ranked as one of the top university towns in the nation and home to the University of Missouri – Stephens offers students all the social experiences and benefits of an SEC university town, in combination with all the personal and academic benefits of a small, individualized, student-focused private college on 50 historically beautiful and wooded acres in the center of the city. Rated in 2021 among the top colleges in the country by the Princeton Review, Stephens was ranked by U.S. News & World Report as #36 among all Midwestern regional universities and #3 in “social mobility” for its success in accepting, supporting, and graduating first-gen and disadvantaged students.

Stephens says yes first. As a result, it is the pet-friendliest campus in the nation; home to the first all-women's competitive esports team; and the only college that requires every student to complete a non-credit Career and Professional Development curriculum of more than 20 learning experiences and assignments as a graduation requirement. Stephens operates its own pre-K/elementary lab school; its own professional summer theatre in Okoboji, Iowa; its own student-designed and operated campus store selling student-designed fashions and accessories; its own equestrian stables offering academic and recreational riding; and its own hybrid online graduate degree in script and television writing that meets for 10 days every semester at the Jim Henson Studios in Los Angeles.

Stephens College is an Affirmative Action /Equal Opportunity Employer. A diverse community on campus is valued, so women, minorities, veterans, and individuals with disabilities are encouraged to apply.