

“Assistant Professor or Instructor” of Health Science

Position Description

Rank and salary will be commensurate with qualifications and experience

Summary:

Under general supervision, prepares lesson plans for classroom instruction for the undergraduate programs offered through the Health Science department at Methodist College. The department offers the Bachelor of Science in Health Science, Health Care Administration concentration to students interested in becoming entry-level leaders and managers with healthcare organizations. The department also offers a degree completion program in leadership which is designed to prepare health professionals with a two-year health related degree for leadership roles.

The person hired for this position will evaluate students' progress in attaining their goals and objectives. He/she will also maintain knowledge of current trends and developments in their field by attending staff development training, workshops, seminars and conferences and by reading professional literature in the health sciences. This individual will also be required to serve on committees and produce scholarship in health science in one of Boyer's Four Domains of Scholarship. The job also entails academic advising and participating in college and community activities.

Education and experience:

Must hold a master's degree from a regionally accredited institution in public health, healthcare administration, or healthcare leadership AND at least two years of college level teaching experience. A terminal degree in one of the majors listed above is preferred. Faculty must be credentialed to satisfy all appropriate accrediting bodies for the courses assigned.

Reports to:

Chair of Health Science

Responsibilities:

1. Prepares lesson plans for classroom instruction for assigned courses.
 - Prepares lesson plan(s) using appropriate techniques and aids.
 - Delivers effective individualized programs of instruction to class members.
 - Uses appropriate educational materials for courses.
 - Prepares appropriate curricula, including non-traditional content and methods to achieve objectives and goals of students.
 - Assists with new course development as requested.
2. Evaluates students' progress in attaining goals and objectives.
 - Establishes criteria and tests the students in order to measure each student's progress.
 - Communicates students' progress to student and appropriate personnel and according to established guidelines.
3. Meets with students to discuss their instructional programs and other issues impacting the progress of the students.
 - Advises students on course selection and other pertinent matters in a professional and effective manner.
 - Actively participates in staff and faculty meetings as needed to discuss students' progress, problems, and/or programs.
 - Serves as academic advisor to students in the program area.
4. Displays a high level of effort and commitment to performing work; operates effectively within the organizational structure; demonstrates trustworthiness and responsible behavior.
 - Demonstrates eagerness to learn and assume responsibility; seeks out and accepts

- increased responsibility; displays a "can do" approach to work.
 - Shows persistence and seeks alternatives when obstacles arise; seeks alternative solutions; does things before being asked or forced to by events.
 - Works within the system in a resourceful manner to accomplish reasonable work goals; shows flexibility in response to process change and adapts to and accommodates new methods and procedures.
 - Accepts direction and feedback from supervisor and follows through appropriately.
5. Participate in college and community activities.
 - Participate in standing or ad hoc committees.
 - Complete required annual professional enhancement activities.
 - Promote and participates in institutional and program marketing and recruitment activities.
 - Actively participates in the retention efforts of the school.
 6. Performs other duties as assigned in the fulfillment of the needs, philosophy, and purpose of Methodist College.

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Work is normally performed in a typical interior-office work environment.
- No or very limited exposure to physical risk.
- No or very limited physical effort required.
- Noise levels not above a point that hearing protection is needed.

COMMUNICATION:

- Excellent communication skills.
- Interacts effectively with students, staff, faculty, and external clients of MC.
- Must have ability to interact effectively and courteously with culturally diverse groups.
- Ability to communicate only the facts to recipients or to decline to reveal information.
- Ability to project a professional, friendly, and helpful demeanor.