NYCC is an equal opportunity employer.

JOB POSTING
OFFICE OF HUMAN RESOURCES
March 7, 2013

POSITION: Clinical Anatomy Teaching Fellow

DEPARTMENT: Anatomy

DIVISION: Academic Affairs

Full-Time, Benefit Eligible Position

Function

☐ To support the work of the Anatomical Sciences and other academic departments and programs as assist or lead instructor.
☐ To further the academic mission of NYCC through obtaining master’s degree in Clinical Anatomy and apply knowledge to enhance the educational program.
☐ To develop as an anatomical and chiropractic educator.

Organizational Relationships

☐ Responsible to the Director of Clinical Anatomy for teaching experience.
☐ Responsible to Director of Clinical Anatomy for all aspects of educational program.
☐ Responsible to lead faculty for course preparation and management.

Specific Duties and Responsibilities:

Teaching responsibilities

☐ Assist and/or lead in courses (includes development of syllabi, teaching materials, assessment instruments and clinical experiences) as assigned by department head (30 hours/week).

Development responsibilities

☐ Relate graduate coursework to NYCC needs as determined by Director of Clinical Anatomy.

Service responsibilities

☐ Mentoring of students.
☐ Appropriate committee membership as determined by Director of Clinical Anatomy.
☐ Assist in clinical and educational outcomes assessment.
☐ Participate in department and faculty meetings.

Research responsibilities

☐ Graduate level coursework toward Master’s degree in Clinical Anatomy.
☐ Minimum of 1 faculty development workshop/year.

Methods of Accountability

☐ Reports to the Director of Clinical Anatomy for all teaching experiences.
☐ Formative evaluations by Director of Clinical Anatomy and peers.
☐ Summative evaluations by Director of Clinical Anatomy.
☐ Satisfactory progress in MS in Clinical Anatomy program.
Mental and Physical requirements
- Desire to teach and learn.
- Excellent verbal and written skills.
- Ability to give and receive constructive criticism.
- Ability to work well with a team.
- Ability to perform assigned duties.
- Responsible use of time and timely completion of all responsibilities.

Education, Training and Experience
- Doctor of Chiropractic degree from accredited institution.
- Bachelor's degree from accredited institution.
- Eligible for admission to MS in Clinical Anatomy program.
- Familiarity with PC is valuable.

Working Environment and Conditions
- Classroom and laboratory teaching settings.
- Hours may include evening.

Equipment and Tools
- Access to hardware and software necessary to support academic efforts, access to telephone, fax, etc.

For an application and further information about the program, please log on to our website at:

http://www.nycc.edu/AcademicPrograms_MSChAprogram.htm

If you are interested in applying for this position; please submit application materials to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: cquill@nycc.edu.