



## **Clinical Coordinator**

Elizabethtown College invites applications for a Clinical Coordinator who will be a principal faculty instructor in the Physician Assistant Program beginning March 4, 2019.

The clinical coordinator's primary responsibility will be to obtain, develop, and maintain supervised clinical practice experiences (SCPE) for the Physician Assistant students. This person will act as a liaison between the preceptor, student, and the program. This person will be fully integrated into the didactic portion of the program. This position will also require a commitment to both departmental and institutional service.

### **Essential Job Duties:**

- Participate in the accreditation process and assist in preparations for ARC-PA site visits
- Provide instruction in both the didactic year and clinical year of the PA program
- Ensure all PA students are placed in supervised clinical practice experiences (SCPE) meeting ARC-PA standards and program expectations
- Develop and maintain of relationships with clinical sites/preceptors
- Travel to clinical sites to evaluate students and the SCPE
- Coordinate the clinical year, including management of affiliation agreements and scheduling of clinical rotations and on-campus testing and activities during the clinical year
- Evaluate student performance and competencies during the didactic and clinical years
- Schedule and administer end of rotation exams and coordinate activities during senior seminar days
- Participate in developing, reviewing, and revising as necessary the mission statement for the program
- Participate in selecting applications for admission to the PA program
- Serve as an academic advisor to assist students in curriculum and career planning
- Participate in remediation activities to PA students
- Participate in designing, implementing, coordinating, and evaluating the curriculum
- Participate in ongoing evaluation of the PA program
- Participate in service, professional development, and scholarly activities
- Assist in recruitment of students through Admissions events

### **Required Qualifications:**

Graduate of ARC-PA accredited program; Current NCCPA certification; Master degree in Physician Assistant studies or related field or a Bachelor's degree with a formal education plan to complete a Master degree; Eligible for licensure in Pennsylvania; At least three years or more of clinical experience

### **Preferred Qualifications:**

Prior teaching experience in physician assistant education is preferred but not required.

We are especially interested in applicants with diverse backgrounds and experiences and in applicants with a commitment to creating inclusive learning environments.

Desired start date for this position is March 4, 2019.

Interested candidates may apply at: <http://etown.peopleadmin.com/postings/1507>

Applications should include a cover letter, curriculum vitae and email addresses for three references. References will be contacted by Elizabethtown College to submit letters of recommendation electronically.

Located in southeastern Pennsylvania, Elizabethtown College offers its 1,900 students more than 53 academic programs in the liberal arts, sciences and professional studies. Driven by its commitment to “Educate for Service,” Elizabethtown centers learning in strong relationships, links classroom instruction with experiential learning, emphasizes international and cross-cultural perspectives and nurtures the capacity for lives of purpose and leadership as global citizens. We are located less than two hours away from the metropolitan areas of Washington, Baltimore, and Philadelphia and less than four hours away from New York City. For more information, consult [www.etc.edu](http://www.etc.edu).

*As an equal opportunity employer, Elizabethtown College is seeking candidates who will enhance the diversity of its faculty, staff, and administration.*