

LOGAN UNIVERSITY

JOB POSTING

Logan University is comprised of the College of Chiropractic and the College of Health Sciences and blends the perfect balance of tradition with innovation. Established in 1935, Logan College of Chiropractic is one of the largest and most respected chiropractic colleges in North America. The College of Health Science offers online Doctorate, Master's, and Bachelor's degree programs.

Logan's 112-acre wooded campus is located in Chesterfield, MO, a quiet residential suburb of St. Louis. Its low student-to-faculty ratio provides more personalized instruction, which is most conducive to effective learning. MSNBC has selected Logan's campus as an editor's pick of one of "America's Most Beautiful College Campuses." Logan offers an outstanding benefits package to eligible employees including free chiropractic care. Learn more about Logan University at www.logan.edu.

Interested candidates please send resume to: resumes@logan.edu

Job Title: Program Director, Sports Science and Rehabilitation

Position Status: Full-time/Exempt

Positions Supervised: Sports Science and Rehabilitation faculty and staff

SUMMARY: Provide administrative oversight of the Sports Science and Rehabilitation degree program(s), The Program Director is responsible for the management of program and course outcomes; developing and maintaining evidence informed curriculum; faculty hiring, training, and supervision; management of student issues related to the sport science and rehabilitation degree program(s); and the implementation and management of program effectiveness plan.

The Program Director is responsible for ensuring courses, faculty, and students meet program expectations, goals and outcomes; fulfill all regulatory requirements; fulfill all strategic goals; and work towards continuous quality improvement in everything he/she does.

The Program Director is responsible for mentoring faculty in their program(s) to be leaders in their field and on campus consistent with the mission, vision, and values of the university

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Facilitate the transformation of students to competent, compassionate, culturally sensitive, individuals who understand the application of the curriculum into practice through practical application in curriculum design and support and mentoring of faculty.
2. Responsible for the design, development, implementation, and assessment of the program(s) curriculum.
3. Develop policies and procedures for effectively managing all components of the program(s) and to ensure fair, equitable, and considerate treatment of prospective and enrolled students (such as program admission, retention and completion policies).
4. Involved with student recruitment, advisement, evaluation and counseling, as appropriate.
5. In consultation with the Department Director or Dean, recruit and retain quality faculty including but not limited to maintaining an adequate adjunct faculty pool.
6. In partnership with the Department Director or Dean; design, develop, and implement new faculty and preceptor orientation and faculty development opportunities.
7. Create equitable faculty loads in alignment with the Faculty Handbook.
8. Cultivate a learning centered environment through faculty evaluation and development that supports dynamic and engaging classroom experiences, research and scholarly activities, and service that enhance student learning and advance the sports science and rehabilitation profession.
9. Help faculty create professional development plans that foster their growth toward their short term and long term goals and evaluate them annually to help assess their growth toward those goals and their fit with the university and program mission, vision, and values.
10. Ensure strong two-way communication between the faculty and administration to foster a positive working environment and a positive learning environment for students.
11. Provide leadership, oversight, and mentoring of faculty related to faculty/student conflict resolution.
12. Participate in department level strategic planning and budgeting.
13. Facilitate an ongoing professional development plan with faculty in the aspects of an online learning environment and institute best practices in the use of technology.
14. Develop innovative clinical opportunities for students and embed them into the curriculum.
15. Consult with the Logan clinic team regarding the development and evaluation of all sports science and rehabilitation related programs.
16. Ensure compliance with local, state, federal, and accrediting bodies' rules and regulations.
17. Maintenance of program accreditation (if appropriate) including:
 - a. Timely submission of fees, reports and requests for major program changes;
 - b. Maintenance of the program's student records, including student advising plans, supervised experiential learning hours and verification statements;
 - c. Maintenance of complaints about the program received from students or others, including disposition of the complaint;
 - d. On-going review of program's curriculum to meet the accreditation standards;
 - e. Facilitation of processes for continuous program evaluation and student learning outcomes assessment;
 - f. Communication with all accrediting bodies;
 - g. Communication and coordination with program faculty, preceptors and others involved with the program and its students; and
 - h. Timely submission of required documentation supporting the graduate's eligibility for a credentialing exam.
18. Assist the Department Director or Dean in developing innovative community partnerships.
19. Teach up to six credit hours per trimester, as requested by the Department Director or Dean.
20. All other duties as assigned.

COMPETENCIES: To perform the job successfully, an individual should have strong interpersonal and communication skills, including negotiation and presentation skills. The individual must be able to interact with people at all levels in the college in a professional manner and must be able to work well under pressure. The individual must be able to plan and prioritize work activities, must have good project management skills, and must be able to complete projects on time within budget.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The individual must have at a minimum a doctorate degree with at least a graduate degree in Sports Science or a related field of study; plus five years of experience; or equivalent combination of education and experience. The individual must have the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. The individual must have the ability to write reports, business correspondence, and procedure manuals and effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Basic math skills are required, as are the abilities to define problems, collect data, establish facts, and draw valid conclusions. The individual must be dynamic and energetic to serve as an ambassador for Logan to current and prospective students, other health care professionals, the public, and the profession.

PHYSICAL DEMANDS: The physical demands 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.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is regularly required to sit, and is required to stand; walk, use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment in this position is generally characteristic of a normal office environment. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

NOTE:

This job description in no way states or implies that these are the only duties to be performed the employee will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.