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**JOB POSTING
OFFICE OF HUMAN RESOURCES
July 5, 2017**

POSITION: Fellow- Master of Science in Applied Clinical Nutrition (MSACN)
DEPARTMENT: Chiropractic Clinical Sciences
DIVISION: Academic Affairs
HOURS: Full-Time, Exempt

*** Start date: September 1, 2017 ***

Note: as a member of our exempt work force there could be occasions when a commitment beyond the normal workweek may be required.

Function

- To support the work of the assigned academic departments as assist, lead instructor or clinician.
- To further the academic mission of NYCC through obtaining master's degree in Applied Clinical Nutrition and apply knowledge to enhance the NYCC educational program.
- To develop as a chiropractic educator.

Organizational Relationships

- Responsible to the Dean of Chiropractic for teaching experience and Associate Dean of Chiropractic Clinical Education for clinical responsibilities.
- Responsible to Dean of Chiropractic 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 Dean of Chiropractic (24 hours/week).
- Clinic hours as determined by program needs.

Development responsibilities

- Meet all departmental requirements for in-service and continuing education hours.
- Relate graduate coursework to NYCC needs as determined by Dean of Chiropractic.

Service responsibilities

- Mentoring of students.
- Appropriate committee membership as determined by Dean.
- Assist in clinical and educational outcomes assessment.

- ❑ Participate in department, team and faculty meetings.

Research responsibilities

- ❑ Graduate level coursework toward Master's degree.
- ❑ Minimum of 1 article per year published in peer-reviewed journal or other contribution as approved by Dean of Chiropractic.

Methods of Accountability

- ❑ Reports to the Dean for all teaching experiences.
- ❑ Reports to the Associate Dean of Chiropractic Clinical Education for clinic responsibilities.
- ❑ Formative evaluations by Dean and faculty peers.
- ❑ Summative evaluations by Dean and Associate Dean of Chiropractic Clinical Education for clinician duties.
- ❑ Satisfactory progress in MS program.

Mental and Physical requirements

- ❑ Desire to teach and learn.
- ❑ Excellent verbal and written skills.
- ❑ Professional demeanor.
- ❑ Ability to treat chiropractic patients.
- ❑ 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.
- ❑ NY State licensed.
- ❑ Bachelor's degree from accredited institution.
- ❑ Eligible for admission to MS program.
- ❑ Familiarity with EHR and ExamSoft is valuable.

Working Environment and Conditions

- ❑ Classroom and laboratory teaching settings.
- ❑ Hours may include evenings and/or weekends.

Equipment and Tools

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

NOTE: Refer to the Master of Science in Applied Clinical Nutrition Fellowship Handbook for all master's requirements.

Candidates may apply for the Fellowship by submitting an application to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: sbowman@nycc.edu. Applications must include a resume/ curriculum vitae along with a statement of suitability and vision for the Fellowship. Official transcripts of undergraduate and graduate education, a copy of NBCE Scores, and three letters of professional reference are required and must be submitted at the time of application. For more information about the MSACN Fellowship Program, please go to: http://www.nycc.edu/AcademicPrograms_fellowship.htm

** Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.*

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