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**JOB POSTING
OFFICE OF HUMAN RESOURCES
February 17, 2017**

POSITION: Master of Science in Clinical Anatomy (MSCA) Fellow
DEPARTMENT: Basic 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 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 the Master of Science in Clinical Anatomy Program for teaching experience.
- 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 department head (30 hours/week).

Development responsibilities

- Relate graduate coursework to NYCC needs as determined by Director of the Master of Science in Clinical Anatomy Program.

Service responsibilities

- Mentoring of students.
- Appropriate committee membership as determined by Dean of Chiropractic.
- 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 one faculty development workshop/year.

Methods of Accountability

- ❑ Reports to the Dean of Chiropractic for all teaching experiences.
- ❑ Formative evaluations by Director of the Master of Science in Clinical Anatomy Program and peers.
- ❑ Summative evaluations by Director of the Master of Science in Clinical Anatomy Program.
- ❑ 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.

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

**Visa sponsorship is not available for this position.*

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 MSCA Fellowship Program and for a copy of the application, please log on to: http://www.nycc.edu/AcademicPrograms_MSCAprogram.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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