

Associate Course Director, Department of Anatomy
Touro College of Osteopathic Medicine – Montana

Direct Link: <https://www.AcademicKeys.com/r?job=235007>

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Posted Apr. 22, 2024, set to expire Aug. 22, 2024

Job Title	Associate Course Director, Department of Anatomy
Department	Basic Sciences
Institution	Touro College of Osteopathic Medicine – Montana Great Falls, Montana
Date Posted	Apr. 22, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Anatomy Medicine - General
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Job Description	

Overview

The Associate Course Director, Department of Anatomy, will collaborate with the Course Director and Associate Course Directors and practice consistency with the shared TouroCOM curriculum.

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Responsibilities

Responsibilities include, but are not limited to:

- Direct campus course planning and organization.
- Develop a detailed course syllabus that is prepared according to the TouroCOM syllabus template
- Prepare (and record) a lecture series according to established TouroCOM policies and procedures
- Ensure that materials such as lecture videos, lecture notes, Powerpoint presentations, and cases have been completed properly edited for content/grammatical errors and posted to the students in a timely fashion
- Contribute to the course evaluation process
- Assist in overseeing the budget of the adjunct faculty (if utilized) and other resources such as supplies (if utilized) and ensure that spending is within agreed budget.
- Recommend individual adjunct Faculty for employment/course participation to the Associate Chair
- Organize and execute the training scheduling and assessment of the adjunct faculty
- Oversee and direct the performance the adjunct faculty
- Collaborate with Course Director and Associate Course Directors on course management including course updates, lecture development, exam preparation, and review
- Work with all contributing faculty across all campuses to assure that the learning needs of all TouroCOM students are met
- Advise students on questions about course materials and course administration including referring students to the appropriate person for content questions
- Fulfill committee assignments as assigned by the Campus Dean
- Participate in interviews process as assigned by the Campus Dean
- Satisfactory completion of faculty development and responsibilities according to annual goals established between faculty and chair
- Participation in the Touro College Faculty Development and Evaluation Program
- Participate in student advising and provide guidance to the students of TouroCOM
- All duties and responsibilities specific to one's academic department as assigned by the Department and Associate Chair

Qualifications

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Education/ Experience

- Candidates must have a doctoral, first professional, terminal degree or professional equivalent and 3-5 years' experience in teaching and academic leadership in a medical education setting.

Knowledge/ Skills/ Abilities

- Proficiency in leadership, personnel management and team building, financial management, relevant content expertise, research techniques, instructional design/delivery/assessment, course management, and public speaking
- Effective written and oral communication and conflict management
- Basic computer skills supporting the proficient use of the Microsoft Office Suite including Powerpoint, Word, Outlook, and Excel as well as software used to prepare and administer written exams electronically are preferred.

Touro University offers a comprehensive benefits package for full-time employees which includes:

- Full range of Health Plans
 - Medical Plans (choice of EPO, PPO, High Deductible HSA)
 - Flexible Spending Accounts (FSA)
 - Dental Plans (PPO & HMO) and Vision Plan
- Dependent Care and Transit Programs
- Life Insurance, AD&D and Voluntary Supplemental Life Insurance
- Short-term and Long-term disability programs
- Retirement Plan (403b) - matching contribution up to 5% for eligible/enrolled employees following one year of employment (may make own pre-tax contributions immediately following employment)
- Touro University Tuition Exemption Program for eligible employees, their spouse and dependent children
- Employee Assistance Program
- Early-Release Fridays (upon approval)
- Generous Paid Time Off
 - Vacation, Sick Leave, Personal Leave & Floating Holiday
 - Annual Holiday Schedule

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EEO/AA Policy

All campuses of the Touro University unite to promote our core values of Respect, Integrity, and Ethics. As an international institution with diverse and talented faculty and staff, we value an inclusive learning experience where students and employees come first.

Touro University is an equal opportunity employer. Touro University treats all employees, job applicants, and students without unlawful consideration of race, ethnicity, religious creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical condition), age, disability, medical condition, marital status, genetic information, sexual orientation, gender, gender identity, gender expression, military service or veteran status, citizenship status, or any other classification protected by applicable federal, state or local laws. We are committed to ensuring the fulfillment of this policy in all decisions, including but not limited to, recruitment, the administration of educational programs and activities, hiring, compensation, training and apprenticeship, placement, promotion, upgrading, demotion, downgrading, transfer, layoff, suspension, expulsion and termination, and all other terms and conditions of admission, matriculation, and employment.

Inquiries or complaints concerning the non-discrimination policies should be sent to Nicole Barnett, 50 West 47th Street, 12th Floor, New York, New York, 10036, nicole.barnett@touro.edu (646-565-6285) or, alternatively, to the Chief Compliance Officer at compliance@touro.edu and 646-565-6000 x55330.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact