



**POSITION: Principal Faculty – PA Medicine Program**

**DEPARTMENT: PA Medicine**

### **POSITION SUMMARY**

The Principal Faculty member has the primary responsibility of teaching, student evaluation, advising, and mentoring in the PA program. Teaching assignments will include serving as a course director as well as a problem-based learning facilitator. This faculty member will be an academic advisor to small cohort of students, which will include normal academic advising and remediation of students in didactic and clinical areas when necessary. Participation in the admissions process through student recruitment, student selection, and student orientation is required. Additional duties include serving on program-specific committees, attending state and national professional meetings, and participating in program accreditation activities, including the implementation of ongoing program self-assessment.

North Greenville University is a teaching university of the South Carolina Baptist Convention and is a tobacco and alcohol-free campus. All NGU professors are expected to be orthodox Christians who have a strong personal faith, are role models in their piety and ethics, are regularly reflecting upon how their faith influences their discipline and are willing and able to mentor students in their own relationship with Jesus Christ. Faculty are expected to teach in accordance with, and not contrary to the university's "Statement on Human Flourishing."

## RESPONSIBILITIES

### Essential Functions for All Principal Faculty

- Supports and participates in the following program processes (**A2.05**) (if assigned)
  - Developing, reviewing, and revising as necessary the mission statement for the program
  - Selecting applicants for admission to the PA program
  - Providing student instruction
  - Evaluating student performances
  - Academic counseling of students
  - Assuring the availability of remedial instruction
  - Designing, implementing, coordinating, evaluating curriculum
  - Evaluating the program
- Course Director for assigned courses (if assigned)
- Breakout session learning facilitator (if assigned)
- Simulation instruction and curriculum design (if assigned)
- Reviews the Student Handbook annually
- Assists in the interview and selection of faculty members (if assigned)
- Provides security for all course and examination materials
- Assist the Program Administration in the coordination and scheduling of all didactic courses and classes
- Assist Program Administration with SCPE coordination, site visits, and site maintenance



- Assist the Program Administration with end of rotation exams and 'end of rotation' days
- Attend all scheduled staff and faculty meetings
- Other duties as assigned by the program director
- Participate in activities of state, regional, and national organizations to promote a positive image of the PA concept within academic, lay, and professional communities.
- Represent the PA Program through service on university-level committees.
- Pursue professional development activities such as clinical practice, scholarly works, or an advanced degree.

## **QUALIFICATIONS**

- Graduate of an accredited PA Program
- Must hold a master's degree
- Must hold a current NCCPA certification
- Must hold, or be eligible for, South Carolina licensure
- Minimum of 3 years prior experience in medical education preferred
- Excellent interpersonal and communication skills to handle a variety of issues and concerns
- Ability to organize, prioritize and problem solve with frequent interruptions
- Computer literacy and knowledge of Microsoft Word and Excel; experience with Exxat preferred
- Understand and comply with ARC-PA standards



- Understand and comply with FERPA regulations
- Supports NGU's mission statement and core values, commitment to a Christian lifestyle and character in keeping with biblical model

## PHYSICAL REQUIREMENTS

- **Visual Abilities:** Read reports, create presentations and use a computer system.
- **Hearing:** Hear well enough to communicate with co-workers, preceptors, and students.
- **Dexterity:** Grasping, Feeling, Write, type and use the telephone, copier, and computer systems.
- **Mobility:** Open files and operate office machines; move between departments and attend meetings across campus.
- **Talking:** Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly.
- **Cognitive/Emotional:** Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions – 75-100% of the time.

## WORKING RELATIONSHIPS

This position is a full-time position in the department of PA Medicine. This position reports to the PA Program Director.



## **WORK SCHEDULE**

The PA Medicine program operates Monday through Friday, 8:30 a.m. – 5:00 p.m. Office hours are subject to change as deemed necessary. Occasional work on Saturdays and evenings may be required.

## **TRAVEL**

Some travel may be required.

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

Please submit your resume in the North Greenville University application online.