



**POSITION TITLE:** Faculty - Community Outreach Education

**REPORTS TO:** Dr. Paul Glassman, Associate Dean of Research and Community Engagement

**WORK SCHEDULE:** Faculty 1.0 FTE, Full time, exempt

**Responsibilities: Primary Purpose:** Reporting to the Associate Dean of Research and Community Engagement, this position will develop and coordinate several areas and activities within the College of Dental Medicine (CDM). This position will direct and/or facilitate research and learning as part of the Doctor of Dental Medicine (DMD) program and direct and coordinate programs within the areas of community engagement, special needs and public health.

**Essential Functions:**

- Work with the Associate Dean to identify and establish community partnerships to address access to care for underserved populations.
- Maintain open and ongoing communication with community partners to accomplish collaborative goals.
- Represent CNU on advisory committees for external organizations related to CDM's outreach activities.
- Work with the Associate Dean to develop research ideas and proposals.
- Work with the Associate Dean and the CNU Office of Research and Sponsored Programs to apply for grant funding and assist faculty members in applying for grant funding.
- Supervise staff tracking income and expenses, preparing invoices and reports, and other activities related to funded projects within CDM.
- Participate in grant program planning, trainings, development of grant related materials, tracking of deliverables, and other activities related to grant requirements.
- Work with the Associate Dean to track and support research and scholarship activities within the Office of Research and Community Engagement and with other members the faculty for the purposes of reporting to the University, accreditation agencies, and other reporting needs.
- Work with the Associate Dean to support the CNU Research Committee.
- Work with the Associate Dean to design and plan community outreach activities.
- Work with the Associate Dean and Director of Community Rotations to contact potential student rotation sites, schedule meetings, and develop agreements for student rotations.

- Work with the Associate Dean and Director of Community Rotations to develop documentation, student manuals, student tracking systems, related to student rotations to community sites.
- Work with the Associate Dean and Director of Community Rotations to develop, plan and facilitate ongoing communication and training and calibration sessions for preceptors at community sites.
- Work with the Associate Dean and the CNU Director of Continuing Education to act as interface between CNU administration and faculty and the CNU Director of Continuing Education to plan CDM continuing education programs.
- Direct the Health Systems course for first-year students.
- Direct the Special Needs course for second-year students.
- Instruct in Dental Public Health course for third-year students.
- Instruct in Dental Public Health Seminar course for fourth-year students.
- Instruct in Anesthesiology 1 course for second-year students.
- Instruct in Periodontology 1 course for second-year students.
- Work with course facilitators in the courses above to prepare them in their role to mentor their student learners.
- Work with the Dean and Accreditation Team in all aspects of functions and activities including, but not limited to the collection and presentation of relevant data to demonstrate compliance with accreditation standards.
- Participate in research and scholarship projects.
- Participate in university level committees such as strategic and accreditation planning.

#### **General Faculty Responsibilities:**

- Advise the College of Dental Medicine leadership on college-wide academic issues to assist in moving the institution to its vision of academic excellence.
- Contribute to a welcoming atmosphere to ensure high morale and to promote collegiality among the CDM community (e.g. students, staff, faculty, administrators, and patients).
- Achieve independent competence with our various software platforms (e.g. Canvas, CAMS, axiUm, etc.) to efficiently perform work duties.
- Attend course huddle preparation meetings of assigned courses.
- Supervise students in their individual group as the students complete assigned tasks, this may involve didactic facilitation, simulation laboratory teaching, and clinical supervision.
- Be responsible for the attendance of students assigned, reporting concerning behavior of as appropriate.
- Maintain an open-door policy for students in need of mentoring or counseling, referring students to the appropriate authority as needed.
- Offer student guidance and direction in student progression by monitoring data on progress and performance.
- Determine individual student needs and time utilization and provide validation or recommendations for improvement.
- Participate in, evaluate, and report as necessary, incidents of student professionalism and patient care activities requiring escalation to appropriate leadership.

- Document areas of needed professional growth by confidentially reporting instances of student misconduct, refusal to comply with established protocol, lack of professionalism, and/or disregard for the faculty direction to appropriate authority.
- Work with the College of Dental Medicine leadership to resolve issues when deficits of professionalism are identified.
- Meet periodically with the College of Dental Medicine leadership.
- Develop a robust, educational skill set by collaborating with course directors and other faculty.
- Develop course content and work with other faculty who are developing courses to ensure that the final program for our learners addresses all learning outcomes. (moved from above duties)
- When assigned the role of course director:
  - prepare facilitator guides and conduct calibration/content meetings.
  - respond to student questions and concerns related to the assigned course in a timely manner.
  - meet with each student regularly to review their progress.
  - meet with students having difficulty as needed.
  - address problems of students in their group.
- Other tasks as assigned.

**Qualifications**

- Master’s degree or higher
- Current RDHAP license in CA
- Documented training and experience in a variety of public health programs.
- Experience in dental education programs teaching a variety of courses.

Please submit a cover letter, resume/CV, and a list of 3 references, and any additional information to [CDM.Jobs@cnsu.edu](mailto:CDM.Jobs@cnsu.edu).

CDM CNU is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status.