



**Assistant Dean of Experiential Education  
Office of Experiential Education  
College of Pharmacy, California Northstate University, Elk Grove, CA**

**Faculty Rank/Staff:** Associate or Full Professor (preferred)

**Job Classification:** Exempt

**Status:** Full-Time

**Location:** Elk Grove Campus

**Education:** PharmD

**Reports to:** Dean, College of Pharmacy

**Supervisory Responsibility:** All employees under Office of Experiential Education

**Benefits:** Per California Northstate University employee benefits

**Responsibilities:**

The Assistant Dean for Experiential Education (EE) will report directly to the Dean of the College of Pharmacy and will be assigned the following duties:

- Provides leadership necessary to develop and implement effective outcomes for CNUCOP's Doctor of Pharmacy's Experiential Learning Program.
- Supervises, evaluates, and oversees all IPPE and APPE Directors, Experiential Education Regional Coordinators, and Experiential Education Coordinators in Experiential Education
- Is responsible for overseeing the experiential program including, but not limited to:
  - Preparing students for rotations; participating in didactic instruction regarding EE, maintaining critical databases, ensuring student and site compliance or other required certifications;
  - Developing and maintaining programs which help ensure on-time graduation and student success on board exams;
  - Planning for and developing additional geographic regions of sites and preceptors while preparing for the colligate growth and attrition;
  - Procuring, recruiting, and maintaining experiential sites and preceptors required for the Doctor of Pharmacy program;
  - Provides ongoing quality assurance to ensure that sites are providing adequate educational opportunities for students;
  - Developing and maintaining ongoing preceptor development programs, newsletters, committees, continuing education, assessment, and tracking;
  - Site contract acquisitions, renewal and maintenance; and student licensure;
  - Inculcating a culture of professionalism and respect throughout the program and its stakeholders;
  - Ensures that students obtain required certifications and licensure prior to experiential experiences;



- Updating the EE Handbook, along with the experiential education section of the Student Handbook and General Catalog, updating APPE and IPPE syllabi, or other instruction as designated;
  - Coordinating with the IPE coordinator to hold IPE training events;
  - Providing appropriate faculty mentoring and development opportunities
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- Collaborates with the Chair of Clinical and Administrative Sciences to develop and maintain ongoing preceptor development programs;
  - Assists the College with the placement of clinical faculty at practice sites in the local community.
  - Participates in accreditation and regulatory processes as appropriate;
  - Serves as a member of the Dean’s Executive Council and other assigned committees;
  - Provides regular program updates to all stakeholders, including the Dean’s Executive Council, preceptors, faculty, staff, and students;
  - Upholds the mission and vision of the EE Department, CNUCOP, and the University.
  - Work with Dean and Accreditation team in all aspects of functions and activities including, but not limited to gathering & presenting data relevant to demonstration of compliance with accreditation standards.
  - Collate Student and faculty research activities, publications, grants, and other research activities relevant to demonstrate student & faculty research of the accreditation standards.

**Qualifications:**

- A Doctoral level degree such as a PharmD or equivalent
- Rank of Associate Professor or higher (preferred)
- At least 3 years of full-time experiential education experience
- Expertise or advanced computer skills in MS Word, Outlook, Excel, and PowerPoint. Knowledge of E\*Value, CORE ELMS, Canvas, or other software as designated.
- Superior communication skills in public speaking, writing, and editing are required. The ability to organize, prioritize, multi-task, and delegate as appropriate.
- Demonstrate an ability to work as a team player as well as the capacity to work independently for timely task completion and assignment completion.
- Demonstrate a positive professional demeanor and solid people skills with preceptors, faculty, staff, students, and others in the College of Pharmacy and University.

**Miscellaneous Requirements:**

- Adhere to all requirements and privacy guidelines set forth by the College of Pharmacy and University, as well as state and federal law.
- Meet physical requirements; sit, stand, reach, stoop, kneel, lift, or other duties as appropriate.
- Ability to hear telephone and in-person communication.

**Applicants should submit:**

- Cover letter of interest that addresses qualifications, experience, and career goals (please include your reason of interest in working at California Northstate University)



- Resume/CV
- Names, addresses, and telephone numbers of at least three (3) professional references

Please send application materials to the HR Department at [hr@cnsu.edu](mailto:hr@cnsu.edu), or California Northstate University, 9700 West Taron Drive, Elk Grove, CA 95757.

**California Northstate University is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply.**