

Position: Director for Experiential Education, IPPE

Reports to: Chair, Experiential Education

Classification: Full-time, exempt

Education: Doctorate (PharmD or PhD); Assistant, Associate or Full Professor; ASHP-accredited residency preferred

Experience: An enduring track record of effectiveness in clinical pharmacy practice and teaching, and experience in Experiential Education (EE) or equivalent.

Position Summary:

The Director of Experiential Education (EE) is a faculty member and full-time employee of the College of Pharmacy. The Director will contribute to the mission and vision of the EE department as well as the missions and visions of the College of Pharmacy and University. This includes demonstrating cultural sensitivity, dedication and compassion; promoting community awareness related to health and wellness; serving the best interests of the College of Pharmacy and University, and community at large.

Duties and Responsibilities:

1. Direct collaborative and supervisory responsibility of EE Regional Coordinator(s), and EE Coordinator(s) for the APPE or IPPE program, and Administrative Assistant(s).
2. Responsibilities include procuring and maintaining sites and preceptors; preparing and instructing students for rotations, scheduling rotations, and evaluation of rotations and sites.
3. Collaborate with Department Chair(s), and other faculty in Administration, Clinical and Administrative Sciences, Basic Sciences or Student Affairs as designated to further the functions of the EE department and prepare students for professional practice.
4. Provide leadership necessary to develop and implement effective programs and outcomes for APPE and IPPE rotations.
5. Contribute to College of Pharmacy teaching, including, but not limited to, APPE or IPPE precepting, EE department programming and instruction, and didactic or laboratory classroom instruction, and/or as related to EE.
6. Provide mentorship to EE department employees, preceptors and students.
7. Pursue scholarly activities, service, leadership and professional development.
8. Maintain a practice license and clinical practice site.
9. Develop and maintain professional relationships inside and outside the College and University that support the EE program.
10. Participate in accreditation and regulatory processes, assessment and documentation, as appropriate.
11. Lead the development of preceptor training, education, committees, newsletter and other programs within the EE department including advisory committees and appreciation events.
12. Collaborate with other faculty in areas of IPE and Co-Curricular programming and assessment.
13. Participate in College/University committee(s) as assigned.
14. Other duties as assigned by the Chair(s) of the department.

Knowledge, Skill Sets and Experience:

1. At least 2 years of experience as a faculty member in a health care education business, or equivalent experience.
2. Advanced computer skills in MS Word, Excel, Outlook, Powerpoint, Turning Point, CORE ELMs, CANVAS, or other platforms or software sufficient to assist for both presentation and publishing in the EE program.
3. Superior communication skills for public speaking, writing and editing. The ability to organize, prioritize, multi-task, delegate or resolve as appropriate.
4. Demonstrate ability to work as a team player, as well as capacity to work independently for timely task and assignment completion, or resolution of challenges.
5. Possess the ability to lead the EE department with various academic endeavors, including research, data collection and interpretation.
6. Demonstrate a positive demeanor and strong people skills when dealing with preceptors, faculty, students, staff in the College of Pharmacy and University, and outside colleagues or leaders.

Miscellaneous Requirements

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

Applicants should submit:

1. Cover letter of interest that addresses qualifications, experience and career goals.
2. **Curriculum Vitae**/Resume
3. Names, addresses, and telephone numbers of at least 3 professional references.

Please send application materials to the HR Department at hr@cnsu.edu, or California Northstate University, 9700 West Taron Drive, Elk Grove, CA 95757. Salary and rank determined by experience and qualifications.

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