



## Open Rank Faculty & Clinic Coordinator of Radiologic Technology

**POSITION TITLE:** Open Rank Faculty & Clinic Coordinator of Radiologic Technology  
(Full-time faculty; Rank depending upon qualifications)

**JVA#:** 2022-12

**DEPARTMENT:** School of Nursing and Allied Health

**POSITION SUMMARY:** The **Open Rank Faculty & Clinic Coordinator of Radiologic Technology** is a full time 9-month faculty position with a required summer supplemental contract for teaching and clinical oversight. Rank of Instructor or Assistant Professor will depend upon qualifications. The chosen candidate works under the supervision of the Program Director of Radiologic Technology and Imaging Science. The clinic coordinator will be responsible for mentoring clinical preceptors and serve as the primary point of contact between the clinical affiliates and the program. This position is responsible for visits to clinic affiliates and the scheduling of students for clinical assignments to ensure educationally sound clinic experiences.

### RESPONSIBILITIES:

The essential job functions and responsibilities for this position include, but are not limited to:

- Didactic instruction/clinical coordination and instruction in the clinic setting as needed.
- Cooperation with program faculty to correlate and coordinate clinical education with didactic education and evaluate the effectiveness.
- Develop a schedule to regularly visit each clinical affiliate.
- Availability to students/clinic educators during all clinical hours.
- Recruitment of students for the Radiologic Technology and Imaging Science programs.
- Act as the liaison between the college and the clinical agencies.
- Serve the community through service learning projects with students and other college constituent groups.
- Maintain current knowledge of program policies, procedures, and student progress.
- Collaboration with faculty and staff of the college in program development, scheduling, marketing and delivery of instruction.
- Coordinate clinical experiences with area health care agencies.
- Assist with the compilation of all documents and completing other requirements of the Radiologic Technology Department, related to college, state, and national accrediting agencies.
- Meet deadlines for evaluation and documentation of student performance as required, and in compliance with, college, State, JRCERT and HLC standards.
- Participate in the programmatic/college accreditation process and all necessary assessment processes.
- Evaluate student progress through examinations and observations of performance.
- Assist with documentation for the radiation safety officer through review of student/faculty dosimeter readings and assuring proper radiation safety measures.
- Actively support student success through individual counseling and advising.

- Participate in department, school, and general faculty meetings, applicable college committee activities, and other forms of college and community service.
- Maintain an active program of professional development related to individual, professional, and institutional needs.
- Make recommendations of budgetary, curriculum and program management matters to the Program Director of Radiology.
- Work cooperatively with the Program Director and clinical preceptors to complete and update clinical evaluations tools, handbooks and clinical curriculum.
- Maintain clinical education documents including records of student performance and competency procedures.
- Completing other duties and responsibilities as assigned.

**MINIMUM REQUIRED QUALIFICATIONS:**

- Bachelor's degree in Radiography or other healthcare field from an accredited institution is required; Master's degree preferred. Candidates without the Master's degree would be required to enroll and complete the degree within 3 years post-employment;
- Minimum of three (3) years of full-time work and/or instructional experience in the field as a radiographer is required with five (5) years of experienced preferred;
- Valid certification/licensure through the American Registry of Radiologic Technologists (ARRT) and the West Virginia Medical Imaging and Radiation Therapy Board of Examiners (WVMIRT) required;
- Proficiency in curriculum development, supervision, instruction, evaluation, and academic advising;
- At least one (1) year experience as an instructor in a JRCERT accredited program; and
- Current knowledge and current practice of radiography or an imaging modality.

**COMPENSATION:** Salary is commensurate with qualifications and experience. Position is dependent upon available funding.

**THE COLLEGE:** The mission of Bluefield State College is to provide students an affordable, accessible opportunity for public higher education. A historically black institution, Bluefield State College prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. More information about the College is available at [www.bluefieldstate.edu](http://www.bluefieldstate.edu).

**APPLICATION PROCEDURE:** Completed applications are to be submitted in electronic format only to [humanresources@bluefieldstate.edu](mailto:humanresources@bluefieldstate.edu) and must include:

1. Letter of interest specific to the position;
2. A completed BSC Employment Application (form available at <https://www.bluefieldstate.edu/resources/human-resources/jobs>);
3. Resume/CV;
4. Proof of ARRT certification and WVMIRT Licensure;
5. Contact information for at least three professional references; and
6. Transcripts (unofficial transcripts are acceptable for the application process; official transcripts will be required of the selected candidate).

Please **do not** include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents. Also, Bluefield State College does not provide H1B visa or employment sponsorship.

**DATE POSTED:** June 13, 2022

**CLOSING DATE:** For full consideration, applications must be received by **4:00 pm EST, Monday, August 15, 2022**. Applications will be accepted until position is filled; however, applications received after the deadline may not receive full consideration.

*Bluefield State College is an HBCU, AA/EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The college complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State College does not provide H1B visa or employment sponsorship.*