



Bluefield State University

Job Vacancy Announcement

Open Rank Faculty & Clinic Coordinator of Sonography

(Full-time faculty position, clinical-track, anticipated for Fall Semester 2023)

POSITION TITLE: **Open Rank Faculty & Clinic Coordinator of Sonography**

JVA#: 2022-29

DEPARTMENT: School of Nursing and Allied Health

POSITION SUMMARY: This position is a full time, clinical-track, 9-month faculty position, rank depending upon qualifications. The selected candidate works under the supervision of the Program Director of Radiologic Technology and Imaging Sciences. 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. Visits to clinic affiliates is required and the responsibility of scheduling students for clinical assignments to ensure educationally sound experiences is essential. Additionally, this position requires teaching of cardiac and vascular sonographic procedures.

CORE 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.
- Responsible for coordinating clinical education with didactic education as assigned.
- Evaluate and ensure the effectiveness of clinical experiences.
- Provide clinical instruction and document the evaluation and progression of clinical performance leading to clinical competence.
- Develop a schedule to regularly visit each clinical affiliate.
- Availability to students/clinic educators during all clinical hours.
- Recruitment of students for Imaging Science/Sonography programs.
- Act as the liaison between the University and the clinical agencies.
- Serve the community through service learning projects with students and other University constituent groups.
- Maintain current knowledge of program policies, procedures and student progress.
- Collaboration with faculty and staff of the school program development, scheduling, marketing and delivery of instruction.
- Meet deadlines for evaluation and documentation of student performance as required, and in compliance with University, State, American Registry for Diagnostic Medical Sonography (ARDMS) and Higher Learning Commission (HLC) standards.

- Participate in the programmatic/University accreditation process and all necessary assessment processes.
- Evaluate student progress through examinations and observations of performance.
- Actively support student success through individual counseling and advising.
- Participate in department, school, and general faculty meetings, applicable University committee activities and other forms of University and community service.
- Maintain an active program of professional development related to individual, professional, and institutional needs.
- Work cooperatively with the Program Director and clinical preceptors to complete and update clinical evaluation 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 Sonography required. Master's degree from an accredited institution in an education or health related field is also required. Doctorate degree in an education or health related field preferred.
- Minimum of three (3) years of full-time work and/or instructional experience as a Sonographer is required.
- Documented experience in supervision, instruction, evaluation, student guidance and in educational theories and techniques. Documentation of experience in educational theories and techniques may include completed college courses, seminars, or in-services sessions on topics including, but not limited to, learning theory, curriculum design, test construction, teaching methodology, or assessment techniques.
- Valid ARDMS certification in vascular and echocardiography.
- Additional ARDMS or American Registry of Radiologic Technologists (ARRT) certifications are preferred.
- Proficiency in curriculum development, supervision, instruction, evaluation, and academic advising.
- One-year experience as a sonography instructor either didactic or clinical area.
- Current knowledge and current practice of cardiovascular sonographic procedures.

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

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

APPLICATION PROCEDURE: Completed applications are to be submitted in electronic format only to humanresources@bluefieldstate.edu and must include:

1. Letter of interest specific to the position;

2. A completed BSU Employment Application (form available at <https://bluefieldstate.edu/resources/human-resources/jobs>);
3. Resume/CV;
4. Contact information for at least three professional references; and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcripts will be required of the selected candidate).

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

DATE POSTED: December 22, 2022

CLOSING DATE: Position is open until filled. For full consideration, applications must be received by 4:00 pm EST, Friday **February 3, 2023**. Applications will be accepted until position is filled; however, applications received after the deadline may not receive full consideration.

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