



Bluefield State University

Job Vacancy Announcement

Open Rank Instructor & Clinic Coordinator of Sonography (Full-time clinical track faculty position, two positions available)

POSITION TITLE: Open Rank Instructor & Clinic Coordinator of Sonography

JVA#: 2025-20

DEPARTMENT: College of Health Sciences

POSITION SUMMARY: This is a full-time faculty appointment. The chosen candidate works under the supervision of the Program Director of Radiologic Technology/Imaging Science. The clinic coordinator will be responsible for mentoring clinical preceptors and serving as the primary point of contact between the clinical affiliates and the program. Visits to clinic affiliates are 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.

RESPONSIBILITIES: All faculty positions include a minimum of 12 credit teaching load (may include online, web-based, or interactive video instruction and/or courses at both BSU locations (Bluefield & Beaver) academic advising, as well as participation in school committees, program recruitment, and College governance. The preferred candidate must be able to teach Medical-Surgical Nursing Courses, with experience in simulation preferred.

- 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 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.

- Meet deadlines for evaluation and documentation of student performance as required, and in compliance with, college, State, ARDMS, and HLC standards.
- Participate in the programmatic/college 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 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.
- 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.

All faculty are expected to:

1. Take a supportive interest in the academic progress of each of his/her students.
2. Meet with his/her classes as scheduled.
3. Maintain required office hours as assigned so that he/she may be available to the students for advising, remediation, and assisting students toward achieving student success.
4. Participate in the faculty-student advisory program.
5. Keep abreast of his/her academic discipline through continuing study, and/or active participation in his/her professional organizations.
6. Continuously strive to improve the effectiveness of his/her teaching.
7. Keep accurate records of grades and other information required by the Deans, Registrar, Provost, President, and any other administrator as may be appropriate.
8. Attend all faculty meetings of the university and the respective school in which the faculty teaches.
9. Attend commencement and convocations and cooperate fully with the BSU Board of Governors, the President, the Provost, and the Dean in promoting the interests of Bluefield State University and the respective School.

MINIMUM REQUIRED QUALIFICATIONS: Bachelor's degree in Sonography required. A Master's degree from an accredited institution in a health-related field is preferred. Candidates without a Master's degree would be required to enroll and complete the degree within 3 years post-employment.

- A minimum of three (2) years of full-time work and/or instructional experience in the field as a sonographer is required.
- Documented experience in supervision, instruction, evaluation, student guidance, and educational theories and techniques. Documentation of experience in educational theories and techniques may include completed college courses, seminars, or in-service

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 ARRT certifications are preferred.
- Proficiency in curriculum development, supervision, instruction, evaluation, and academic advising
- One year of experience as a sonography instructor in either a didactic or clinical area;
- Current knowledge and current practice of cardiovascular sonographic procedures;

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

THE UNIVERSITY: The mission of Bluefield State University is to provide students with 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 College 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 an H1B visa or employment sponsorship**

DATE POSTED: June 13, 2025

CLOSING DATE: The position is open until filled. For full consideration, applications must be received by 4:00 pm EST, June 30, 2025. Applications will be accepted until the 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 an H1B visa or employment sponsorship.