

MISSISSIPPI COLLEGE

JOB DESCRIPTION AND SPECIFICATIONS

JOB TITLE: **Admissions Director**
Physician Assistant Program

SUPERVISOR: Director, Physician Assistant Program

QUALIFICATIONS:

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Education: Minimum of a Master's degree in a relevant field from a regionally accredited institution.

Experience: Have demonstrable experience and significant achievements in professional, academic, and administrative/management areas.

Academic experience or health-related teaching and/or administrative experience.

1. Knowledgeable in current practice standards and the PA role preferred.

General: Have demonstrable academic leadership, motivational skills, and the ability to work effectively with students, staff, faculty, administration and community professionals.

Have a firm commitment to the mission and goals of Mississippi College and the PA Program.

I. OBLIGATIONS OF THE PRINCIPAL FACULTY

Responsibilities include, but are not limited to, the following:

1. The Admissions Director must be a full-time employee. Regular hours on campus must be maintained and posted for reference.
2. Participate in the development and revision of the mission statement for the Program.
3. Assist with the admissions process that includes the recruitment, application, screening, and selection of applicants for admission to the Program.
4. Serve as instructor for area of specialty.

5. Teaching - serve as the Course Director for at least one didactic course each semester.
6. Assist with the organization, planning, and implementation of methodologies to evaluate student performance.
7. Assists with the organization, planning, and implementation of methodologies for remedial instruction.
8. Assist with the design, implementation, coordination, and evaluation of the curriculum.
9. Assist with the ongoing evaluation, development, and administration of the Program.
10. Assist with coordinating learning team activities and evaluation.
11. Assist in organizing and structuring the academic program in accordance with established educational standards and practices.
12. Assist with the planning, implementation, and evaluation of the professional PA courses.
13. Assist with review and revision of academic policies and procedures.
14. Assist with the systemic evaluation of internal and external faculty performance.
15. Assist with maintaining a system for faculty development.
16. Assist with academic monitoring of student progress on a continuous basis.
17. Assist with student remediation efforts when required.
18. Participate in the development, coordination and review of administrative reports and activities required of state, regional, ARC-PA and Mississippi College with regard to the didactic phase of the Program.
19. Assist with Program self-evaluation that will include policy, curriculum review, and accreditation.
20. Participate in the activities of state, regional, and national organizations concerned with the profession in order to promote a positive image of the PA concept within the academic, lay, and professional communities.
21. Assist with the review of Program competencies.
22. Review Program Goals.
23. Serve on or directs various committees as assigned.
24. Assist in providing community education about the Physician Assistant Program.
25. Maintain the highest moral and ethical standards as a medical educator and as a responsible member of the community.
26. Participate in the activities of state, regional, and national organizations concerned with the profession in order to promote a positive image of the PA concept within the academic, lay, and professional communities.
27. Other duties as assigned by Program Director.

Admissions Duties:

28. Serve as the Director of Admissions. Chair the Admissions Committee and ensure that applications are screened and interviews are conducted in accordance with the policies and procedures of the Program and the University.
29. Ensure that student files are maintained to include counseling reports, grades, and performance evaluations.
30. Assist with ongoing continuous Program review and evaluation, curriculum revision, evaluation of course syllabi, and lesson plans for the didactic and clinical curriculum.

31. Assist with coordinating learning team activities and evaluation.
32. Plan and conduct informational seminars on the PA program for all interested parties.
33. Participate in Mississippi College functions to include, but not limited to, faculty meetings, faculty in-services, graduation ceremonies, and University socials and required meetings.

II. OBLIGATIONS OF MISSISSIPPI COLLEGE

Refer to the policies in the Faculty Handbook.

III. OTHER RESPONSIBILITIES

1. Serves as Chair, Admissions Committee (Departmental)