

**PONSE HEALTH SCIENCES UNIVERSITY
JOB DESCRIPTION**

Job Title: Assistant Professor
Classification: Exempt
Reports to: Associate Dean of Academic Affairs

Summary/Objective

This position provides instructional support for Gross Anatomy and Embryology in the Master of Medical Sciences program. The duties include, but are not limited to the development of syllabi, course materials, assessment of student learning outcomes, and instructional responsibilities. University service is also expected.

Essential Functions

- Incorporate the mission of Ponce Health Sciences University into program and course learning objectives, focusing course experience on student learning using flipped classroom teaching methods.
- Develop and maintain accountability to students and administration with respect to quality in education.
- Incorporate current profession information into course learning experience specific to Gross Anatomy and Embryology.
- Administer courses in a prepared and timely manner, meeting deadlines for course and student interactions.
- Maintain and exemplify professional conduct in course and student interactions.
- Prepare an updated syllabus prior to course posting according to the standard PHSU format. All information (course learning objectives, reading assignments, testing, grading, etc.) contained in the syllabus must be clearly stated and not ambiguous. All administrative and course deadlines must be met.
- Practice collegiality: Refrain from making pejorative statements regarding the university, fellow faculty or staff personnel in student interactions or course discussions.
- Maintain regular office hours.
- Contribute to exams that have sound instructional value with accurately measured and well-defined objectives utilizing appropriate levels of Bloom's Taxonomy. Evaluation should not be ambiguous and should appropriately represent the information presented in the course.
- Establish and maintain a course atmosphere conducive to learning.
- Demonstrate comfortability and proficiency in online course instruction.
- Utilize required course text or based on published science literature unless exempted by the administration.
- Participate in faculty meetings, workshops, and university ceremonies.
- Other instructional duties as assigned by program coordinator or the Dean.

COMPETENCIES: To perform the job successfully, an individual must be dependable and have good inter-personal and communication/organization skills and the ability to interact effectively with students, faculty, and staff.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Listed below are the knowledge, skills, and/or abilities required for this position, as well as the Physical Demands and Work Environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum of a doctorate degree as required in appropriate field. Five years of experience; or equivalent combination of education and experience. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to define problems, collect data, establishes facts, and draw valid conclusions.

Computer Skills: To perform this job successfully, an individual should have general knowledge of computers including Microsoft Office Applications such as Word, PowerPoint, and Excel.

Certificates, Licenses, Registrations: Required as appropriate to degree possessed.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and to use hands to type on computer, operate office equipment and handle books, files, documents, etc. Must be able to talk and hear to answer phones and when assisting others. The employee is occasionally required to stand, walk, reach with hands and arms, climb or balance, and to stoop or kneel. The employee must occasionally lift objects weighing from 10 – 30 pounds and possibly up to 50 pounds. Close vision needed to use computer. Must have distance vision and depth perception for safety purposes.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment in this position is characteristic of a normal office and classroom environment. The noise level in the work environment is usually moderate.

NOTE: This job description in no way states or implies that these are the only duties to be performed the employee will be required to follow any other instructions and to perform any other duties requested by his or her supervisor. An employee is expected to assist and provide coverage for coworkers during peak periods, vacation days or sick days.

Contact:

Interested applicants should submit a statement of interest and current curriculum vitae to:
Ferrahs Abdelbaset, Associate Dean of Academic Affairs,
Ponce Health Sciences University-St. Louis
710 North Tucker Blvd, Suite 306, St. Louis, MO 63101
or email materials to:
fabdelbaset@psm.edu

Review of applications will begin immediately and will continue until the position is filled.

Ponce Health Sciences University (PHSU), as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, political affiliation, disability, or veteran status. Further, the University will continue to take affirmative steps to support and advance its values consistent with the PHSU mission. This policy applies to admission, students, employment, and access to and treatment in PHSU programs and activities. This is a commitment made by the PHSU and is in accordance with federal, state and/or local laws and regulations.