Chair, Department of Medical Anatomical Sciences  
Western University of Health Sciences

Posting Number: A00270  
Campus: Western University Campus-Pomona, CA  
Department: 1450-Anatomy  
Type of Position: Administration

Job Summary
Oversee the operations of the Department of Medical Anatomical Sciences (MAS) at the College of Osteopathic Medicine of the Pacific (COMP). Provide leadership for faculty excellence and innovation, faculty evaluations, and academic policies, with particular emphasis on the OMS-I and OMS-II academic years. Plan and implement related faculty development. Oversee and facilitate the development of research in Medical Anatomical Sciences. Coordinate with the Dean of COMP, as needed, regarding daily College activities and long term planning.

Position reports to the Associate Dean, Basic Medical Sciences and Research, COMP.

Knowledge, Skills and Abilities
Individuals must possess the knowledge, as well as the following skills and abilities, to be able to perform the essential functions of the job. Alternatively, the individual must be able to perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Ability to communicate effectively and constructively with educational and clinical professionals, in written and oral settings.
2. Broad, current familiarity with the issues, trends, terminology, regulatory policies, and changing environment operative within the higher education and research communities.
3. Extensive familiarity with processes and trends associated with higher education accreditation and with continuous quality improvement strategies in research planning.
4. Demonstrated abilities to facilitate meetings, manage projects, meet deadlines, negotiate complex agreements and understandings, and in other ways guide the workflow of peers.
5. Ability to successfully interact with faculty and with other departments and functional units as an insightful listener, negotiator, and problem-solver.
6. Ability to prepare and present professional reports, proposals, and research findings to various stakeholder groups, in both written and oral form.
7. Ability to establish priorities and implement strategies to achieve desired outcomes.

Required Qualifications
Education: PhD, M.D., D.O., or closely related credentials from an accredited institution.

Experience: Minimum 5 years classroom experience, and leadership responsibilities in higher education or related areas.

Preferred Qualifications
Preference will be given to those individuals possessing experience teaching in a medical institution.

List comments regarding work hours: 40 hours per week

Special Instructions to Applicants
Incomplete applications will not be considered. No telephone calls please.
Physical Demands
Do the essential functions of this job require lifting?
Yes

If yes, list maximum weight and duration
The physical demands described here are representative of those that must be met by any 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 frequently required to talk and listen. The employee is regularly required to use hands and reach with hands and arms to operate a PC in the performance of job duties. The employee is occasionally required to stand, walk, and sit. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by this job include close vision in order to view the computer screen and keyboard.

Describe Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job as a teacher and researcher. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this setting is typically low to moderate.

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