

**Job Title:**

**Assistant Director of Experiential Education and Assistant Professor of Clinical and Administrative Sciences**

**Supervisor:**

**Director of Experiential Education and Chair of Clinical and Administrative Sciences**

**Qualifications:**

**Education:** Doctorate Degree

**Experience:** At least 3 years of academic or practice experience

**Job Description:**

California Health Sciences University College of Pharmacy is seeking qualified candidates for a full-time position of Assistant Director of Experiential Education.

**Obligations of the  
Assistant Director  
of Experiential  
Education:**

The information provided below is a general description of the Assistant Director's responsibilities; it is not intended to provide an all-inclusive list of responsibilities.

- A. Teaching Load:** The Assistant Director of Experiential Education will have a faculty appointment and will contribute to the teaching load of the Clinical and Administrative Sciences Department. The amount of teaching will be negotiated annually with the Department Chair.
- B. Responsibilities:** The Assistant Director of Experiential Education will report directly to the Director and will be assigned the following responsibilities:
- i. Procurement and maintenance of experiential sites required for the Doctor of Pharmacy program;
  - ii. Oversee the introductory pharmacy practice experiences including student schedules, evaluation of students, preceptors, and site evaluations;
  - iii. Maintaining immunization and Certification information;
  - iv. Provide the leadership necessary to develop and implement effective outcomes for the experiential learning program;
  - v. Provide mentorship to preceptors and students assigned to experiential sites;
  - vi. Provide preceptor development;
  - vii. Pursue scholarly activities and professional development;
  - viii. Develop and maintain professional relationships that support the experiential program in order to foster the mission and vision of the College;
  - ix. Participate in accreditation and regulatory processes as appropriate.

**Position offers competitive wage based on experience plus benefits.  
An EEO Employer.**

### Application Instructions

Interested candidates should submit the following documents to

Dr. Huma Ibrahim, Director of Experiential Education via email at: [hibrahim@chsu.org](mailto:hibrahim@chsu.org)

The full application package shall include: **1)** Letter of Intent, **2)** Curriculum Vitae and **3)** Three letters of reference