

**Dean's Office
College of Applied Health Sciences
University of Illinois at Chicago
Academic Professional - Assistant Dean for Clinical Education**

Description:

The Dean's Office of the College of Applied Health Sciences at the University of Illinois at Chicago (UIC) invites applications for the position of **Assistant Dean for Clinical Education**. This full-time academic professional position requires the ability to lead the success of students' matriculation through their required clinical fieldwork placement courses. In coordination with the Associate Dean for Academic and Faculty Affairs, this position provides overall leadership for developing, planning, and implementing clinical fieldwork education within the College of Applied Health Sciences. This administrative leadership position liaises with upper administrative leaders at large hospitals and health care systems (i.e., external clinical fieldwork sites) to consolidate and negotiate collaborative contracts with UIC that cover all of the AHS-related clinical disciplines. The Assistant Dean collaborates and communicates with the upper administration from the University of Illinois system offices (specifically, the Office of Business Development Services – OBDS, legal counsel, and risk management) to initiate, co-create, revise, update, and generally oversee all approvals, finalization, and renewals of all clinical fieldwork placement agreements for the college. This process also requires the Assistant Dean to collaborate and regularly communicate with all of the employees assigned to handle UIC student clinical placements and corresponding agreements in all of the actual fieldwork placement sites, internal and external to the university. The Assistant Dean is responsible for HIPPA compliance, verification of immunization requirements, as well as all policies and requirements related to international placements and exchanges. The ideal candidate has high-level contract analysis, negotiation and tracking skills, as well as deep knowledge of healthcare policies and practices, particularly as they pertain to clinical fieldwork education. The candidate must have excellent leadership, attention-to-detail, communication, organizational, and interpersonal skills. A commitment to human diversity and a client-centered, teamwork attitude are required.

Qualifications:

- A minimum of a Master's Degree and Certification as an Occupational Therapist, Physical Therapist, or related practicing health professional are required. Doctoral Degree or a terminal equivalent of a doctoral degree in one's field is preferred.
- Experience negotiating contracts with large public and private entities. Experience reviewing the terms of contracts and policies related to education and healthcare.
- A minimum of three years of experience working as an Occupational Therapist, Physical Therapist, or related healthcare professional in a clinical or academic setting.
- Advanced knowledge of policies and procedures for clinical education fieldwork placements, general graduate-level curricular knowledge, and contract procurement, including new agreements and renewals.
- Advanced knowledge of data entry, data management, and data reporting systems related to healthcare contracts.
- Contract negotiation skills and policy analysis skills.
- Time management skills to work effectively in a fast-paced setting. Ability to multi-task. Ability to interact, collaborate, assert oneself, and develop rapport with external constituents, upper level administrators, departmental staff and faculty, and students, when appropriate.

- Ability to work proactively and independently, with integrity.
- Data entry, data management, and data reporting skills.

Demonstrated success in managing a unit, collaborating with upper administrators externally and internally, working quickly, prioritizing, and managing multiple tasks simultaneously. Proven track record of effective communication and collaboration with external constituents, upper level administrators, departmental staff and faculty, and students, when appropriate. Evidence of the ability to work proactively and independently, with integrity. Proven knowledge of software and IT aptitude is preferred

Responsibilities:

- Communicate and collaborate with the external and internal constituents, including, legal counsel, risk management specialists and staff from UI Office of Business Development Services, UIC Office of International Services, externally with high level hospital administrators, and UIC Directors of Clinical Education to develop, plan, and implement clinical fieldwork education.
- Track the agreements and contracts from initiation through completion, to renewal.
- Analyze recommendations and edits to the agreements and contracts from the Office of Business Development Services, legal counsel, risk management, and international affairs, both internally to UIC and externally to UIC, and flagging for further discussion any errors, misinterpretations, or other issues that do not align with the educational intention, mission and vision of the various degree programs.
- Oversee international student placements and exchanges (i.e., receiving and sending students to fieldwork sites).
- Negotiate up to 900 contracts in any given year with upper administrators and build relationships with healthcare systems and hospitals.
- Oversee advanced data analysis and data management, and data reporting.
- Utilize software to manage and oversee the data entry and management of the technical details related to all of the regulations, requirements, and agreements pertaining to clinical fieldwork education in the college.
- Responsible for HIPPA compliance, verification of immunization requirements, as well as all policies and requirements related to international placements and exchanges.
- Guide the work of departmental clinical fieldwork staff to ensure that students enrolled in all relevant degree programs in the college meet the requirements for entry, matriculation, and, to the greatest extent possible, completion of their clinical fieldwork placements.
- Manage staff that may be assigned temporarily or permanently, on a part-time or full-time basis, to help in the unit. Ensuring compliance with all policies and procedures surrounding clinical education, including, but not limited to, HIPPA, FERPA, Immunization Verification, and other health and background checks.
- Plan, assign and review work of staff to ensure that group objectives are met. Hire, train, develop and manage staff to ensure that a qualified staff exists to meet group objectives.
- Perform other related duties and participate in special projects as assigned

This is a full-time appointment. **For fullest consideration, please apply by August 30, 2019 at <https://jobs.uic.edu/job-board/job-details?jobID=119560>** Candidate must include letter of interest, professional resume, and the names and contact information for a minimum of three references.

The University of Illinois at Chicago is an affirmative action, equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, protected veteran status or status as an individual with a disability.

The University of Illinois may conduct background checks on all job candidates upon acceptance of a contingent offer. Background checks will be performed in compliance with the Fair Credit Reporting Act.