



Position Title: Diagnostic Medical Sonography Adjunct Faculty
Reports To: DMS Program Director, Allied Health Division Head & VP Academic Affairs.
Classification: Exempt.
WC Code: 8868
Position Type: Fourth Level Administrator.

Florida National University contributes to the education of a diverse student body within the community it serves. FNU employs and develops a faculty of scholars proficient in the art of teaching. We strive to prepare students for employment in their chosen careers through quality education and instruction.

Major Responsibilities:

It is the major responsibility of the DMS Faculty at Florida National University to provide quality instruction and career advisement to all students. The faculty is also responsible for maintaining grades and for the development of course objectives, outline, syllabi, and course competencies.

Key Responsibilities:

1. **Communication Management:** Respond promptly to daily communications via email and voicemail, addressing inquiries promptly and professionally.
2. **Policy Adherence and Ethical Compliance:** Ensure strict adherence to the University's mission, policies, procedures, ethical standards, compliance with data protection regulations and pertinent legal regulations in all aspects of admission activities.
3. **University Engagement:** Participate in Commencement Exercises, new student orientation, university events, committees, self-studies, and University Commencement Ceremonies.
4. **Special Projects:** Execute special projects assigned by the President or supervisor.
5. **Compliance Adherence:** Ensure compliance with Title IX of the Education Amendments Act of 1972, as well as FNU Policies, Procedures, Rules, and Regulation, the FNU Code of Ethics, Family Educational Rights and Privacy Act (FERPA), Florida Information Protection Act of 2014 (FIPA), the EU General Data Protection Regulation (GDPR), and all other applicable federal, state, and local laws, rules, and regulations.
6. **Assigned Duties:** Undertake other assigned duties as required.

Position Responsibilities:

1. Develop, recommend, and maintain an effective plan of organization for FNU with explicit and detailed assignment of responsibility and commensurate delegation of authority.
2. Lead and monitor classroom instruction that promotes educational and learning process keeping with faculty academic freedom and responsibility.
3. Direct the specific goals and objectives assigned by FNU consistent with scheduled requirements, quality specifications, and coordinate operations with the planned program of the Allied Health Division Head
4. Provide timely feedback to students, generally returning papers/tests within a week.
5. Assess courses annually/biannually, update course material regularly, where appropriate and doable use variety of teaching methodologies.
6. Participate in some cross-disciplinary teaching or other activities.

7. Aptly perform organizational skills and implement superior communication methods of department status, amendments, or advancements.
8. Collaborate with other organizational units directly concerned in establishing and directing the execution of the FNU's plans and procedures designed to insure:
 - a. Efficient communication both verbal and written with the Program Director through regular reports outlining goals and objectives. Effective use of facilities for educational and instructional purposes.
 - b. Improvement and simplification of methods and procedures and elimination of idle time or waste product.
 - c. Adequate and appropriate books, supplies and materials.
 - d. Scholarly activity/research in relationship to teaching.
 - e. Familiarity with standard concepts, practices, and procedures within specified field relies on a broad spectrum of experience and judgment to plan and accomplish goals.
9. Participate in the self-studies and committees conducted by the University.

EDUCATION / EXPERIENCE REQUIREMENTS

- Bachelor's degree is required. Master's degree preferred.
- Proficient in curriculum development, supervision, instruction, evaluation, and academic advising.
- Minimum of two (2) years of documented clinical experience in professional discipline.
- Clear/Active: unrestricted American Registry for Diagnostic Medical Sonography (ARDMS) certification and registration or the equivalent (an unrestricted state license for the state in which the program is located).
- In-depth knowledge and experience in regulatory and policy issues related to specified program(s).
- Solution-focused with strong problem-solving and conflict resolution skills.
- Collaborative work style; strong communication / interpersonal / organizational skills.
- Student-centered approach; balances team and individual responsibilities.
- Computer proficiency, including Microsoft Office, Outlook, and basic database applications.
- Outstanding public speaking and presentation skills.
- Ability to be present and on the job during all periods deemed critical by management.

HEALTH AND SAFETY

- OSHA training or must obtain the within the first 30 days of employment and thereafter renew as required.
- CPR training or must obtain the within the first 30 days of employment and thereafter renew as required.
- HIV training or must obtain the within the first 30 days of employment and thereafter renew as required.

Job Type

Full-time.

Two Locations:

Hialeah Campus: 4425 West 20th Avenue, Hialeah, Florida 33012

South Campus: 11865 Southwest 26th Street, Miami, Florida 33175

Working Conditions

General office working conditions. The noise level is at normal office capacity.

Physical Demands

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee may be required to frequently and for extended periods of time, sit; stand; walk; use hands to handle and feel objects; reach with hands and arms; climb stairs. This position requires the ability to see, hear, and operate a computer keyboard and standard office equipment. The employee must lift and/or move up to (10) pounds and occasionally lift and or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust to focus. The employee must travel to other campuses, as needed and/or required.

Safety Hazard of the Job

Minimal Hazards.

Benefits:

- 401(k) Savings Plan

Note: The use of computers and University resources is limited for school business purposes. Installation of any software is prohibited.

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be construed as an exhaustive list of all tasks, duties, skills and/or responsibilities always required for this position in each Campus. Tasks, duties, skills and/or responsibilities may vary from individual to individual, campus to campus and over time, depending upon various factors. These are general guidelines for this job position.

Notification to candidates:

<http://www.fnu.edu/wp-content/uploads/2022/06/FNU-Drug-and-Alcohol-Prevention-Program.pdf>

To apply for this position please click on the link below:

<https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu>