



NEW YORK COLLEGE OF TRADITIONAL CHINESE MEDICINE

200 Old Country Rd., Suite 500, Mineola, NY 11501 Phone (516) 739 1545 Fax (516) 873 9622

Job Description

Job Title: DAOM Program Coordinator
Location: Mineola, NY
Division: Faculty
Report to: Academic Dean
FLSA Status: Non-Exempt

SUMMARY: The candidate will be responsible for developing a DAOM program proposal for the New York State Department of Education, and developing program objectives and curriculum that are compliant with the ACAOM standards by coordinating with the administration, faculty, students and staff.

Note: This position has the potential to be the Program Director of the DAOM program.

QUALIFICATIONS:

- Doctorate in Acupuncture and Chinese Medicine field. DAOM is preferred.
- A minimum of 3 years of academic administrative and management experience at an accredited or candidate program in Acupuncture and Chinese Medicine or equivalent.
- A minimum of 3 years of teaching experience at an accredited or candidate program in Acupuncture and Chinese Medicine is preferred.
- Ability to interact positively and effectively with faculty, students, staff and the public.
- Excellent writing, communication and interpersonal skills.
- Proficiency with Microsoft Suite and academic software.
- Well-organized, attention to detail, and able to meet deadlines.
- Willingness to work evenings and weekends as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops DAOM program objectives that are consistent with NYCTCM institutional missions, educational objectives and core values.
- Develops DAOM program curriculum that is compliant with the ACAOM standards.
- Coordinates the development of course syllabi with the faculty.
- Supports the admission office regarding admissions and transfer credits issues.
- Supports academic advising for the students.
- Participates in developing and implementing DAOM program specific academic policies and procedures.

Notes to Candidate: The position will start with 8 hours per week during the initial stage of developing the program objectives and curriculum. Hours may be increased according to the responsibilities when the DAOM program is in full operation.



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Application Procedure: email cover letter and CV to Dr. Sunny Shen, Academic Dean at academic_dean@nyctcm.edu No phone calls.

New York College of Traditional Chinese Medicine is a non-profit higher educational institution which offers graduate degrees in Acupuncture and Traditional Chinese Medicine.

NYCTCM's mission is to prepare compassionate practitioners who are solidly grounded in the tradition of Chinese medicine, who are able to integrate this tradition within the Western health care system, and who have a spirit of innovation that enables them to adapt a 4,000-year-old medicine to 21st-century needs.

New York College of Traditional Chinese Medicine is an equal opportunity employer and does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, marital status, citizenship status, veteran status, disability, pregnancy, gender expression or any other criterion specified by federal, state or local laws, in the administration of its admissions, employment and educational policies or scholarship, loan and other school-administered programs.