



Marshall B. KETCHUM UNIVERSITY

Manager of Clinical Education and International Optometry Programs

JOB SUMMARY

To assist the Senior Associate Dean of Professional Affairs and Clinical Education, the Assistant Dean of Residencies, and the Director of International Optometry in coordinating activities related to Outreach, Residency, Clinical Education, and International Optometry Programs, to further students' knowledge and to provide a needed service for the communities and other programs as noted below. The Manager will also help support the Associate Dean of Clinics for facility needs related to Ketchum Health.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinate Student outreach assignments
- Advise interns on their best course of action in regards to selecting their externship locations
- Coordinate with extern preceptors
- Maintain extensive files and online resources regarding Outreach programs
- Provide Memorandum of Understanding with Outreach/Residency clinic sites
- Update and distribute Outreach and Residency Directories and Manuals
- Assist the Assistant Dean of Residencies and Supervisors in Coordinating Residency Interviews
- Maintenance of Outreach Web Page
- Maintain online library proxy spreadsheet
- Assist the Director of International Optometry addressing issues and solving problems as they arise
- Assist in the accreditation and application development
- Coordinate scheduling of guest faculty from other countries as part of the Scholarly Exchange Program
- Schedule travel arrangements as needed
- Help support with MBKU Community Health Department requests from the public for the College's participation in health fairs

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The ability to establish and maintain cooperative working relationships with diverse multicultural environments that include regular contact in underserved target communities
- Experience with diverse community agencies including nurses, physicians and other medical professions is a plus
- Ability to handle multiple tasks efficiently and effectively to meet deadlines
- Proficient computer skills (MS Office, Word, Excel, PowerPoint, and Outlook) required
- Experience and proficiency in electronic medical records or other healthcare related database management system is desirable
- Bilingual in Spanish is preferred
- Flexibility to work some weekends and evenings per year

EDUCATION AND/OR EXPERIENCE

The minimum amount of education and experience that an individual needs in order to successfully perform the essential duties of the position is:

- Required: High School Degree
- Preferred: Bachelor's Degree or five years of related experience and/or training ;or equivalent combination of education and experience

ABOUT THE ORGANIZATION

Located in Fullerton, CA, Marshall B. Ketchum University is an independent, private, non-profit, accredited educational institution. MBKU is home to the Southern California College of Optometry, the School of Physician Assistant Studies and College of Pharmacy. Named after the founder of the optometric institution in 1904, the change to the University structure addresses the growing demand for highly skilled health care professionals.

The University's Southern California College of Optometry confers a Doctor of Optometry (OD) and a Master of Science in Vision Science (MS) degree. MBKU's School of Physician Assistant Studies under the College of Health Sciences awards a Master of Medical Sciences (MMS) degree. MBKU's College of Pharmacy welcomed its first class in the fall of 2016 and awarded a Doctor of Pharmacy (PharmD) degree in the Spring of 2020. MBKU owns and operates two premier eye and vision care centers: the University Eye Center at Ketchum Health and the University Eye Center at Los Angeles.

BENEFITS

MBKU provides an excellent benefits package including medical, dental, and life insurance, free vision exams, short and long term disability, generous paid time off plans, a university-sponsored retirement plan with a 9% contribution and an on-site fitness center located on the Fullerton campus. See our website under *Employment* for more details regarding benefits of working for MBKU (www.ketchum.edu).

HOW TO APPLY

Interested candidates, please send a cover letter along with your resume to humanresources@ketchum.edu. Position is open until filled.

MBKU is an equal opportunity employer; requirements are subject to possible modification to reasonably accommodate individuals with disabilities.