



POSITION PROFILE

Founding Program Director for Master of Science in Genetic Counseling

(Remote & Hybrid Options)

August 2023

In partnership with Summit Search Solutions, Inc.



ABOUT THE INSTITUTION

Southern California University of Health Sciences (SCU) is a regionally accredited, nonprofit institution specializing in healthcare education. SCU is dedicated to its core values of integrative health, evidence-based practice, health equity, and inclusivity.

The mission of Southern California University of Health Sciences (SCU) is to educate students as competent, caring, and successful healthcare practitioners and professionals. An SCU education equips students with the necessary skills and knowledge for their chosen profession while also providing a deep appreciation for integrative, whole-person health. SCU is one of the only universities in the world to combine western, medical, complementary and integrative, and traditional eastern approaches to healthcare.

SCU's enrollment increased 79% in four years. During that same period, the percentage of students from underrepresented minorities in health-related sciences increased 36% and now represents 44% of the student population. The University is at an exciting inflection point as it intentionally positions itself to become one of the leading integrative health institutions in the nation. Plans to expand program offerings and to enhance interprofessional education opportunities for students are deliberate and strategic as SCU trains students to meet the urgent need to work across disciplines and professions and navigate a variety of philosophies, practices, and treatment options. The University holds institutional accreditation with the Western Association of Schools and Colleges (WASC) as well as several programmatic accreditations. [Click here](#) to learn more about SCU.

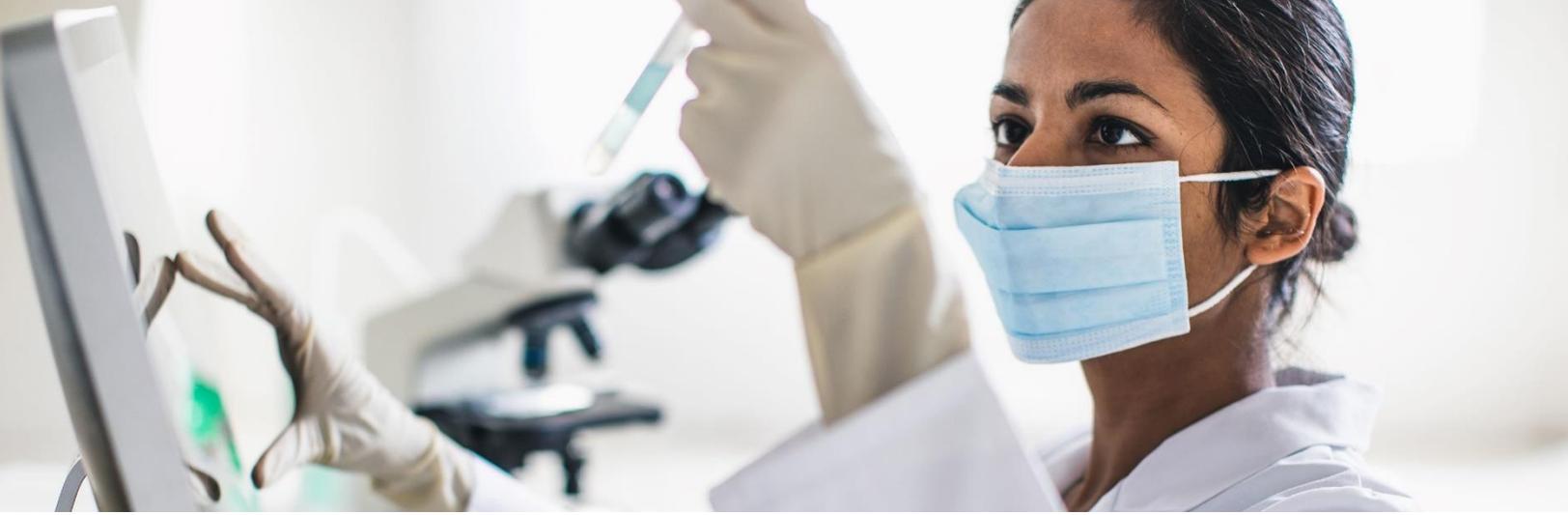
The University is proud of the SCU Health Center, a unique educational health and wellness facility residing in the heart of Whittier, California. SCU Health faculty work directly with clinical students, helping them treat each person as a whole – considering their biology, psychology, sociology, and environment to achieve better health.

The University is committed to providing excellence in academics, service, scholarship, and leadership through its diverse program portfolio:

- Doctor of Chiropractic
- Doctor of Occupational Therapy
- Doctor of Integrative Health (in development)
- Doctor of Physical Therapy (in development)
- Doctor of Medical Science (in development)
- Doctor of Acupuncture & Chinese Herbal Medicine
- Master of Science: Physician Assistant Program
- Master of Acupuncture & Chinese Herbal Medicine
- Master of Science in Human Genetics and Genomics
- Master of Science in Medical Science
- Graduate Certificate in Human Genetics and Genomics
- Graduate Certificate in Pre-Genetics Counseling
- Post-Baccalaureate Health Education Certificate
- Bachelor of Science in Health Sciences
- Ayurveda Wellness Educator Certificate
- Ayurveda Practitioner Certificate
- Accelerated Science Courses serving 2000+ course takers
- Additional programs planned in Speech-Language Therapy, Genetics Counseling, Physical Therapy in Arizona, Occupational Therapy in Arizona, and more.

QUICK FACTS

- ✓ 1,300+ Students
- ✓ 14:1 Student to Faculty Ratio
- ✓ 20+ Student Groups
- ✓ 96% Retention Rate
- ✓ 45,000 Annual patient visits to the SCU Health System
- ✓ 9 Affiliated Health Centers and hundreds of affiliated clinical sites
- ✓ 25 Acre Campus
- ✓ \$1M in Institutional Scholarships
- ✓ Accelerated Sciences Division serving 2000+ course takers annually



THE OPPORTUNITY

Founding Program Director for Master of Science in Genetic Counseling

SCU is excited to offer a full-time licensed Certified Genetic Counselor to serve as the **founding program director of a Master of Science in Genetic Counseling degree (MSGC) program** and **initially holding a cross appointment as faculty in the Master of Science in Genetics and Genomics degree (MSHGG) program**.

The program director is an administrative position responsible for the development, delivery, and accreditation of an innovative hybrid Master of Science in Genetic Counseling program that incorporates integrative, whole person health. The Director is responsible for the quality, visibility, reputation, innovation, marketability, and operational effectiveness of the College and its programs.

The selected candidate will have a temporary faculty appointment in the Master of Science in Human Genetics and Genomics (MSHGG) program to assist with online asynchronous remote teaching while completing the Application for Candidacy and the New Program Application for Accreditation for the Accreditation Council for Genetic Counseling (ACGC).

Remote Opportunity: This position will require building strong relationships across the campus, with stakeholders and advisors. Candidates for this position will have the option to work on campus, hybrid, or in a fully remote capacity. For fully remote faculty, some occasional on-campus duties may require travel to campus in order to build capacity. Travel costs will be covered by the University.

Duties and Responsibilities – Your Mission:

- Complete the Application for Candidacy and the New Program Application for Accreditation with an anticipated program launch of September 2025.
- Serve as the lead for new program accreditation and the primary contact with the Accreditation Council for Genetic Counseling.
- Provide leadership to ensure the Genetic Counseling Program administration, faculty and staff remain compliant with all ACGC standards.
- Develop an innovative hybrid curriculum (didactic online and experiential learning and clinicals on-ground) that incorporates integrative whole person health.
- Recruit, interview, and hire appropriate subject matter experts and faculty to support program development and delivery.
- Oversee program budgeting and planning.
- Monitor and identify opportunities for improvement in key operational indicators (e.g., average class size, faculty workload).
- Monitor and identify and implement opportunities for improvement in key academic indicators (e.g., accreditation, student outcomes, student support).

- Liaise with SCU Health if/as necessary to optimize student and faculty clinical experience/opportunities.
- Lead faculty retention and professional development efforts.
- Conduct regular faculty evaluations.
- Collaborate with SCU's Instructional Design team and other departments to develop genetic counseling curricula, learning objective alignments, and assessments.
- Maintain course syllabi and ensure curricula align with the latest evidence-based knowledge in the program subject matter.
- Lead department meetings and contribute to the improvement of curricula design, delivery, and assessment.
- Provide leadership to long-term program planning that includes strategic planning, student recruitment, and fiscal viability.
- Teach genetic counseling courses in areas of specialty.
- Develop, maintain, and collaborate with the program advisory board, implementing appropriate recommendations.
- Support the values of the SCU's Mission and Values including a commitment to diversity, equity, and inclusion.
- Other duties as assigned.

Duties as faculty for the MSHGG Program include (temporary):

- Faculty onboarding training including the use of Canvas Learning Management system, University policies and procedures, and best practices in online teaching.
- Facilitating online instruction, delivering short, recorded audio/video lectures, participating in and moderating online topical discussions, grading student discussion board participation using a set of grading rubrics, overseeing the grading of quizzes and tests, grading written assignments, providing remediation and tutoring, when applicable.
- Undergo assigned Quality Matters online education training.
- Participate in faculty, assessment, and accreditation meetings.
- Other duties may be assigned.

Required Qualifications, Skills, and Abilities:

- Hold a Master's Degree in Genetic Counseling.
- Have current certification in genetic counseling by the ABGC or the American Board of Medical Genetics and Genomics (ABMGG).
- Have at least five years of experience as a certified genetic counselor, a minimum of three of which must be in a patient-facing role (clinic or research).
- Have been the course instructor/instructor of record for at least six credit hours of post-secondary education.
- Be available for program administration year-round.
- Complete two hours per year of continuing training/coursework in curriculum design, assessment, evaluation, or educational andragogy.
- Completed at least 10 hours of training/coursework in curriculum design, assessment, evaluation, or educational andragogy, within the last 10 years.
- Fieldwork supervision for at least five genetic counseling graduate students for a minimum of 500 total contact hours in the last 10 years, and document training, workshops or other experiences related to: leadership, professional development, management, scholarly activities, mentoring, academic advising, and andragogy.
- Sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of graduate students, including those with physical and learning disabilities.
- Collaborative attitude and entrepreneurial spirit.

WHY CONSIDER THE OPPORTUNITY

- **Create an incredible new program.** The founding program director will create an innovative Master of Science in Genetic Counseling that is truly accessible and transformative through a hybrid approach that leverages the culture, resources, and growth of SCU but for students who can be located all over the nation.
- **Location flexibility.** With the flexibility to choose whether to work remotely, hybrid, or on-site, this position lends itself to a unique blend of educating with a mission and maintaining a high quality of work-life.
- **Culture.** The University has a collaborative, supportive and collegial environment. An Honor Roll recipient of the *Chronicle of Higher Education's Best Places to Work*, SCU has built a community of shared respect and welcomes a diversity of ideas, beliefs, and cultures— creating the cornerstone of an engaging and thriving academic culture.
- **Professional development.** Faculty receive an annual stipend to use for professional development (e.g., conferences and workshops).
- **Generous time off.** Exceptional vacation and paid time off including national holidays, the day after Thanksgiving, Christmas Eve, New Year's Eve, 3 floating holidays, 2 paid community service days, 96 hours of sick leave, and 3 weeks of paid vacation time.
- **Benefits.** Health care plans are paid 100% for employees. Options to enroll family members are available at a reasonable cost.





PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and continue until the position is filled; **parties who apply by September 10, 2023, will be given first consideration.** Please submit a PDF version of your resume and cover letter outlining your interest and suitability for this position.

To apply online go to <https://theapplicantmanager.com/jobs?pos=su369>

For more information please contact:

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Salary Range: The broad range is \$120,000-\$140,000. This is a newly created position and as such, this compensation is open to negotiation based on market data as well as individual's depth of knowledge and experience.

Southern California University of Health Sciences is an equal opportunity employer. Members of underrepresented groups are encouraged to apply.



Summit Search Solutions, Inc. is a boutique executive search firm dedicated to serving the education and nonprofit sectors nationwide. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including California, Kansas, Maryland, New York, and North Carolina.



Image by David Mark from Pixabay

WHITTIER and SOUTHERN CALIFORNIA

Although the position can be remote or hybrid, this location page is included to educate potential candidates about Whittier, CA given that the University is located there and occasional visits to the University will be required.

Whittier has a unique combination of community identity, spirit, and cooperation that have helped make it one of the most attractive and desirable residential and business locations in Southern California. Located in Los Angeles County, about 12 miles southeast of the City of Los Angeles, it boasts beautiful year-round weather with temperatures rarely reaching above 90 degrees or below 50 degrees.

Living in Whittier offers residents a small-town feel but with the benefits of a large metropolitan area with access to a vast array of cultural and recreational opportunities. In addition to all the attractions offered by the private sector, the County has several world-class facilities including the Music Center, Hollywood Bowl, Museum of Art, the Natural History Museum, the Ford Theatre, and Marina del Rey. The County manages 87 regional and local parks, 344 miles of horse and hiking trails, 19 golf courses, 31 public swimming pools, and 25 miles of beaches.

And there is no end to what Southern California (SoCal) offers in the way of world-renowned restaurants, gallery exhibits, theater, and just about every outdoor activity you can think of.

Southern Californians lead an outdoor lifestyle where family dinners can be served on the patio, an office worker can go for an outdoor run during his lunch hour and weekends can be spent bike riding, hiking, or taking the dogs for a long walk, followed by a stroll through the neighborhood farmer's market. This is the life in SoCal year-round.



To learn more about Whittier and Southern California, visit:

Whittier Chamber of Commerce: <https://www.whittierchamber.com/>

LA County: <https://www.lacounty.gov/>

Los Angeles Times Arts & Culture: <https://www.latimes.com/entertainment/arts/? lb=1>