

**ADMINISTRATIVE OPENING**  
**Baker College of Auburn Hills**  
**Internal & External Posting**

**POSITION:** Full-Time, Diagnostic Medical Sonography  
Program Director

**REPORTS TO:** Dean of Health Sciences

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Master's degree preferred, bachelor's degree required
- Must be a registered Sonographer– Current status (Abdomen and OB-GYN) required
- At least five years of diagnostic medical sonography clinical experience required
- Experience in educational methodologies required
- Experience in developing and/or revising curriculum preferred
- Knowledge of Accreditation requirements and process preferred
- At least two years of teaching experience preferred
- Management/supervisory experience preferred
- Must have good organization and time management skills
- Must have excellent oral and written communication skills
- Must have working knowledge of Microsoft word and excel

**DUTIES AND RESPONSIBILITIES:**

- Responsible for continued development of diagnostic medical sonography program
- Write curriculum for diagnostic medical sonography program classes
- Work with departments within Baker College to facilitate program goals and outcomes
- Maintain existing and establish new clinical sites for student placement
- Hire, orient and mentor clinical coordinators and adjunct faculty
- Advise students and participate in orientation activities
- Responsible for maintaining program accreditation status and reporting
- Participate in system program meetings
- Serve as a Baker College of Auburn Hills representative to health care facilities
- Maintain Student Files
- Other duties as assigned

**WORK SCHEDULE:** 40 hours per week, 52 weeks per year  
Some evenings and Saturdays will be required

**STARTING DATE:** ASAP

**COMPENSATION:** Salary based on education, experience, and existing wage rates for similar positions at Baker College. Full benefit package

**APPLICATION PROCEDURE:** Submit cover letter and resume by February 6, 2012 to:

Human Resource Department  
Baker College of Auburn Hills  
1500 University Drive  
Auburn Hills, MI 48326  
Fax: (248) 276-8297  
E-mail: [hr-ah@baker.edu](mailto:hr-ah@baker.edu)

**AA/EOE**