

Job Bulletin E15 - 13/14

DIRECTOR, STUDENT HEALTH SERVICES & CHIEF MEDICAL OFFICER

This recruitment will remain open until filled. For priority consideration, please complete on-line application by <u>September 2, 2013</u>. A review of applications will begin September 3, 2013 and the review period may end at any time thereafter.

ABOUT THE CALIFORNIA MARITIME ACADEMY:

The California Maritime Academy is a specialized campus of the California State University (CSU) system serving a student population of approximately 950. The campus, situated on the shore of the Carquinez Strait 30 miles northeast of San Francisco, currently offers baccalaureate degrees in Mechanical Engineering, Facilities Engineering Technology, Marine Engineering Technology, Marine Transportation, Global and Maritime Studies, and Business Administration. A Master of Science degree in three areas of Transportation and Engineering Management is offered.

PRIMARY DUTIES AND RESPONSIBILITIES:

Under the general direction of the Dean of Students, the Director provides medical and administrative leadership to the Student Health Services (the SHS) and is the Chief Medical Officer for the Training Ship Golden Bear. The Director is responsible for identifying student health and counseling needs and providing leadership in the development and maintenance of student health programs within the guidelines and policies established by the California State University Board of Trustees, particularly Executive Orders 943 and 1053. The Director provides oversight and direction of all SHS programs and activities related to providing high quality medical and mental health services to students; directs and evaluates the work of all professional health services staff and administrative support staff; and is responsible for the health care and wellness programs for all CMA students, both on campus and at sea. The Director's participation as the physician on-duty on one or more months of the Academy's annual Training Ship Golden Bear cruises is optional.

SPECIAL REQUIREMENTS:

- A pre-employment background check, fingerprinting and a physical examination that includes drug testing, are required.
- If selected as a finalist, copies of the required licenses, credentials and certificates and university/medical school transcripts must be furnished prior to participation in an on-campus interview.
- In order to participate on the training cruise, the incumbent will be subject to an annual cruise physical and drug screening test. In addition, the incumbent must have or be able to obtain a U.S. Passport for participation.
- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

MINIMUM QUALIFICATIONS:

- Graduation from a medical school recognized by the Medical Board of California. Completion of one or more residency
 programs (of at least 3 years in duration) in a specialty appropriate to the assigned duties with increasingly responsible
 experience in the practice of that specialty. Board Certification or Board eligible in Family Medicine and appropriate primary
 care specialty.
- Completion of annual continuing medical education requirements.
- 5 years of progressively increasing management/supervisory duties.
- Knowledge of county medical, California Medical Association and American Medical Association ethics and standards.
- Clinical knowledge and skills to provide a full spectrum of general and ambulatory medical care, including acute, sub-acute, chronic and minor emergency problems.
- Experience with directing, supervising, motivating and inspiring others; measuring the performances of people, teams and organizations, and assessing performance and progress.
- Excellent organizational and planning skills, with unquestionable integrity.

- Ability to analyze emergency situations and take prompt action.
- Knowledge and skills necessary in routine gynecology, family planning, and the diagnosis and treatment of sexually transmitted diseases.
- Surgical diagnosis and triage.
- Management of mental health problems and knowledge of health promotion.
- Ability to use routine diagnostic and therapeutic medical equipment and competency in the use of personal computer and related software for electronic patient management medical records system.
- Ability to relate to health problems of adolescents and adults, use community resources in patient management.
- Strong problem solving and conflict resolution skills.
- Excellent oral and written communication skills and customer service skills.
- Ability to work effectively and build strong alliances internally and externally with a broad range of individuals to bring the University community together around shared goals.
- Familiarity with collective bargaining and administering corrective action as appropriate in a collective bargaining environment.
- Ability to demonstrate an awareness and appreciation of the cultural diversity of the University community.

In addition, the following licenses, credentials and certificates are required:

- Board Certification in Primary Care specialty, i.e. Family Medicine, Internal Medicine.
- Possess and maintain a valid State of California license to practice medicine.
- Possess and maintain current board (ABMS) medical certification in primary care specialty (family medicine, internal medicine, emergency or preventive medicine). Periodic re-certification required for physicians whose specialties have adopted that practice.
- Possess and maintain a valid Drug Enforcement Agency (DEA) certificate/number.
- Current cardiopulmonary resuscitation and automated external defibrillator (CPR/AED) certification as appropriate for the assigned duties.

DESIRABLE QUALIFICATIONS:

- Prior or current affiliation with an outpatient clinic, hospital or health center in higher education is preferred.
- U.S. Coast Guard/Maritime requirements pertaining to licensing, physicals, etc.
- Familiarity/knowledge of American College Health Association (ACHA), Navigation and Vessel Inspection Circular (NVIC), Accreditation Association of Ambulatory Health Care, Inc. (AAAHC, Inc.) policies and practices.

SALARY: Budgeted at up to \$160,000/annually

APPLICATION PROCESS: Interested parties must submit the Cal Maritime Employment Application, cover letter and current resume. Apply on-line at http://www.csum.edu/web/hr/careers. Based upon a review of applications and accompanying documents, only those persons whose qualifications best match job requirements will be interviewed. Applicants selected for an interview will be notified of interview appointments by telephone.

BENEFITS: The benefits package includes a choice of several medical plans (HMO and PPO) at minimal cost to the employee, a choice of two dental plans, a vision plan, long-term disability and \$100,000 employer-paid life insurance. Also offered is a California State University fee waiver program; CalPERS retirement plan; eight hours of sick leave and sixteen hours of vacation earned each month, and fourteen paid holidays per year.

ELIGIBILITY TO WORK: Applicants must provide proof of U.S. citizenship or authorization to work in the United States within three days of the date of hire.

The California Maritime Academy is committed to a diverse work force and is an equal opportunity employer.