

Title: Faculty Affairs Coordinator



Burrell College of Osteopathic Medicine  
Las Cruces, NM

*"Para la gente, y el futuro! For the people, and the future!"*

**Position Purpose:**

The Burrell College of Osteopathic Medicine (BCOM), a private college of osteopathic medicine in Las Cruces, New Mexico, seeks applications from experienced and enthusiastic professionals for the position of Faculty Affairs Coordinator. Under the general direction of the Assistant Dean of Faculty Affairs, the Faculty Affairs Coordinator is responsible for the administrative oversight of the Office of Faculty Affairs. The Coordinator provides assistance to constituents in domains including faculty recruitment, appointment, credentialing, promotions, faculty development, and other activities in accordance with college policies, regulations, and procedures. The Coordinator provides assistance to academic units on best practices specific to faculty affairs and contributes to process improvements, relevant training opportunities, and faculty development programs, as appropriate.

**Essential Duties and Responsibilities:**

- Works closely with the Office of the Dean, Faculty Affairs, Department of Human Resources, Academic Affairs, Clinical Education, and Office of Research.
- Prepares correspondence pertaining to faculty appointments / reappointments. Assists in the planning, organization and execution of faculty appointments and formal reviews.
- Maintains faculty files and other records (e.g. spreadsheets, databases) in support of the promotions process, annual reporting, and accreditation reviews.
- Reviews central database (CAPRI) to ensure that all records pertaining to faculty appointments are up-to-date.
- Completes and maintains all faculty credentialing within Faculty Affairs files, including both employed and contracted faculty positions.
- Works closely with Clinical Affairs to assure preceptor appointment files are current. Notifies Clinical Affairs about upcoming deadlines (re-appointment, expiration of required documentation), and promptly communicates changes in appointment status for each preceptor.
- Assists the Assistant Dean of Faculty Affairs with scheduling, planning, advertising, and implementing faculty development programming.
- Maintains records on faculty participation in faculty development and assists in evaluation of faculty development programs.
- Serves as a liaison to Academic Department Chairs and the Office of Academic Affairs in recruitment and orientation of new faculty.
- Maintains the content of the Faculty Affairs section of the website (in consultation with Web and IT Team).
- Provides administrative support for the Promotion and Evaluation Committee. Initiates promotions reviews based on appropriate schedule. Prepares letters (based on template) to all parties involved in each review. Prepares other memos and letters as appropriate.
- Gathers and organizes incoming review materials, including updates and documentation for Faculty Promotion and Evaluation Committee. Must know faculty rules of appointment, all changes made to them, and when/how to apply them.

- Assists the Director of Accreditation and Institutional Assessment with the compilation of data for annual reporting to state and federal agencies to include, but not limited to IPEDS.
- Performs other duties as assigned.

**Qualifications and Experience:**

- Education: Bachelor's degree (Master's degree preferred)
- At least 3 years' experience in faculty support services preferred
- Classroom experience or background in education are highly desirable.

**Skills, Abilities, Competencies**

- Highly organized and detail-oriented.
- Strong team player; able to work collaboratively with faculty and academic administrators.
- Excellent interpersonal and communications skills.
- Flexible and able to balance multiple projects based on urgency of assignments and timelines.
- Able to self-start and self-monitor work projects.
- Knowledgeable of higher education faculty support services.
- Experience with computer programs for educational administration, including calendars, spreadsheets, and survey software. Willingness to learn new software programs as appropriate.
- Able to maintain confidentiality of sensitive information.
- Commitment to BCOM mission and values.

Applications will be accepted until the position is filled, however, review of resumes is scheduled to begin immediately. Salary is commensurate with experience. EOE.

**Application materials should include:** cover letter, resume and names, addresses and phone number of three (3) professional references.

Applications will be accepted until the position is filled, and should be submitted by electronic submission (online application) to the BCOM Office of Human Resources, see link below or visit the Career Opportunities page on the BCOM website.

<https://bcomnm.org/online-application/>

*BCOM is an equal opportunity employer  
and values diversity in our faculty and staff as an important aspect of the educational process.  
BCOM encourages individuals with varied backgrounds and experience to apply.*