



[Ottawa University](#) invites applications from, and nominations of, dynamic and inspiring leaders for the position of **Founding Director, Physician Assistant Program**. This leader will call the **Overland Park, Kansas** campus his or her primary home. **The Founding Director** will serve as a visionary academic and operational leader by providing administrative oversight for all aspects of the program's development, accreditation, and implementation. The Program Director will serve as a mentor to faculty in the areas of teaching, research, and service.

## **THE OPPORTUNITY**

This rare opportunity to build a Physician Assistant Program from the ground up comes with the full support of the University Trustees, Chancellor, faculty and staff. The PA Program Founding Director, reporting to the Academic Dean, will serve as a visionary, academic, and operational leader by providing leadership and administrative oversight for all aspects of the program's development, accreditation, and implementation. The Program Director will be a creator and builder and serve as a mentor to faculty in the areas of teaching, research, and service.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Develop, build, and refine a collaborative mission and related goals for the Program
- Direct all operations and strategic planning for the PA program
- Demonstrate effective leadership and management of the program
- Establish, refine, and oversee the implementation of program policies and procedures consistent with ARC-PA accreditation standards including those necessary for initial and ongoing programmatic assessment
- Secure accreditation and maintain compliance with Accreditation Review Commission on Education for the Physician Assistant (ARC-PA)
- Direct faculty and staff recruitment and recommend qualified individuals for appointment
- Supervise the Medical Director, Principal Faculty, Instructional Faculty and Staff supporting the Program
- Develop for Ottawa University approval and manage the budget for the new Ottawa University PA program

- Oversee the development, on-going refinements, implementation, and assessment of the Program's curriculum
- Collaborate with appropriate university support services regarding admissions policies and marketing of the PA program
- Direct the admissions process for the PA program
- Provide oversight for the overall assessment of student performance
- Oversee the availability of remediation as needed to PA students
- Ensure that each student has successfully met all requirements for graduation, based upon the recommendation of the faculty
- Engage in teaching, scholarship and service that promotes the University's distinctive mission and positions the Program as a thought leader in PA education
- Participate in and lead professional activities at local, state, and national levels
- Once the program has launched, oversee funded research agendas of program faculty

### **POSITION REQUIREMENTS**

- The program director must be a PA.
- The program director must possess at least three years of full-time higher education experience at the time of appointment.
- The program director must be assigned to the program on a 12-month full time basis and at least 80% of that time must be devoted to academic and administrative responsibilities in support of the program.
- The program director must hold current or emeritus NCCPA certification status.

### **THE UNIVERSITY**

[Ottawa University](#) is an institution with a proud 158-year heritage of educating adults and students of traditional ages for lifetimes of faith, service, leadership and significance. From its founding in 1865 in Ottawa, Kansas, the university has grown to an institution today that serves nearly 5,000 students through its residential campuses, adult and graduate studies campuses, and online. Ottawa University offers exceptional breadth and depth in its curriculum at the undergraduate and graduate levels which is constantly being updated and enhanced to make the greatest possible impact on the lives of its students.

To learn even more about Ottawa University and this opportunity please review the [Position Profile](#). If the direct link doesn't work in this advertisement, please go to our website at <https://eflassociates.cbiz.com/> and click on Open Positions and Higher Education.

## **NOMINATION & APPLICATION PROCESS**

**EFL Associates** (<https://eflassociates.cbiz.com/>), an executive search firm, is assisting **Ottawa University** with its search for this important leadership position. All calls and inquiries should be made through the search firm. Nominations and applications will be held in strict confidence and candidates will remain confidential until the final stage of the search; at which time, the express permission of finalists will be obtained before making their candidacy public.

## **APPLICATION PROCESS**

**STEP 1:** Complete a brief online application (2-3 minutes):

- <https://www.surveymonkey.com/r/OttawaPA>

**STEP 2:** Send us your letter of interest and résumé or curriculum vitae:

- Send in **PDF format**
- Send to [ApplyHigherEd@EFLAssociates.com](mailto:ApplyHigherEd@EFLAssociates.com)
- Email subject line should read – ***"Ottawa PA Application"***

## **KEY DATES**

Candidate vetting and interview will begin immediately.

Applications will close earlier if a selection is made prior to the scheduled application deadline.

Application deadline is **August 28, 2023**.

## **CONFIDENTIAL INQUIRIES**

Steve Waldron, JD  
VP & Managing Director, Higher Education Practice  
816-945-5423 (direct)  
Email: [swaldron@eflassociates.com](mailto:swaldron@eflassociates.com)

**NOMINATIONS & APPLICATION QUESTIONS:** If you would like to provide a nomination, please email all pertinent information (name, email address and phone number of the nominee) to:

Edith Ketay  
Project Manager, Higher Education Practice

816-841-4001 (direct)

Email: [Edith.Ketay@EFLAssociates.com](mailto:Edith.Ketay@EFLAssociates.com)