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**JOB POSTING  
OFFICE OF HUMAN RESOURCES  
December 16, 2025**

**TITLE:** Clinical Coordinator  
**DEPARTMENT:** Imaging Sciences  
**DIVISION:** Academic Affairs  
**STATUS:** Exempt

**Note:** As a member of our exempt work force there could be occasions when a commitment beyond the normal workweek may be required.

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**Salary: \$73,000 to \$75,000 annually**

**BENEFITS:**

- Medical      Dental      Vision      Health Savings Account      Flexible Spending Account
- College Paid Life, AD&D, LTD insurance      Generous PTO      12 Paid Holidays
- TIAA Retirement with 8% college contribution after one year of employment
- Free EAP Counseling Services      Free Chiropractic Care

*Northeast College of Health Sciences is committed to creating a culture of diversity, equity, inclusion, and belonging with our college campus community. In support of our institutional values, we acknowledge each person's unique experience, perspective, and ability as contributions that both enrich our community and enhance the professions and people we serve. As such, the College is dedicated to providing equitable opportunities to all future and current employees, including those belonging to groups that have been historically underrepresented in higher education.*

**General Description**

The Imaging Sciences Clinical Coordinator is primarily responsible for correlating and coordinating clinical education with didactic education and evaluating its effectiveness within the Radiologic Technology program. The position is a full-time administrative appointment requiring a minimum of 35 hours per week.

**Organizational Relationships**

- Reports to the Director of Imaging Sciences.
- Collaborates with faculty, staff, and students within the imaging sciences program.

- Serves as the college's clinical site liaison, collaborating with the Clinical Preceptor(s) and Clinical Staff.

### **Specific Duties and Responsibilities**

1. Participate in didactic and/or clinical instruction. Serve as the course lead for all clinical education courses within Imaging Sciences.
2. Support the Program Director to assure effective program operations, including but not limited to development, implementation, and evaluation of the programs.
3. Participate in the accreditation and assessment processes.
4. Maintain current knowledge of the professional disciplines and educational methodologies through continuing professional development.
5. Maintain current knowledge of program policies, procedures, and student progress; promote and enforce program and college policies and procedures.
6. Ensure that the Clinical Preceptors are knowledgeable of the programs mission and goals.
7. Ensure that the Clinical Preceptors understand the clinical objectives, the clinical evaluation system, and how to evaluate students' clinical competence.
8. Manage and provide leadership to Clinical Preceptors that provide students with clinical instruction and supervision.
9. Educate Clinical Preceptors on the assessment process.
10. Maintain and update program clinical policies and procedures and promote Clinical Preceptors enforcing the policies and procedures.
11. Educate and ensure Clinical Staff understand the clinical competency system.
12. Train Clinical Staff that are providing student supervision.
13. Ensure Clinical Staff are provided resources to evaluate students' clinical competence.
14. Regularly communicate with Clinical Staff to support the educational process. Routinely perform site visits and hosts annual program meetings.
15. Ensure Clinical Staff are knowledgeable of program policies, procedures, and student progress.
16. Provide oversight of all Imaging Sciences clinical educational experiences per course syllabi and course requirements, including but not limited to scheduling rotations, credentialing/health clearance, student assessment, remediations as needed, student expectation and learning progress communications, student advising, course evaluation, and submission of course grade.
17. Participate in department, division, college, and professional meetings/committees.
18. Other duties as assigned.

### **Methods of Accountability**

- Verbal and written communications with Program Director, faculty, staff, students, and clinical sites.
- Compliance with college and clinical sites policies/requirements.
- Maintain active involvement with professional, national, and state organizations important to clinical and educational responsibilities.
- Annual performance evaluations by the Program Director.

### **Mental and Physical Requirements**

- Effective and professional verbal and written communication skills.
- Professional demeanor.
- Effective critical thinking, problem solving and decision-making skills.
- Basic proficiency in PC use and Microsoft Office programs (Word, Excel, PowerPoint, and Outlook) and willingness to learn/use additional software platforms used for student education.
- Proficient in imaging sciences equipment used in program.
- Manage stressful situations in a fast-paced, multi-task work environment.

- Perform all services expected of a licensed Radiologic Technologist and exhibit responsible clinical judgement.
- Occasional travel may be required.

### **Education, Training and Experience**

1. Bachelor's degree required.
2. Proficient in curriculum development, supervision, instruction, evaluation, and academic advising.
3. At least two years of clinical experience in imaging sciences.
4. At least one year experience teaching in a JRCERT accredited discipline.
5. Holds current American Registry of Radiologic Technologists (ARRT) certification and registration, or its equivalent (an unrestricted license for the state in which the program is located) in radiography.
6. Appropriate professional licensure to practice in New York State.
7. Current CPR/FA.

NOTE: Due to the driving/ travel requirements, this position is subject to the College's Motor Vehicle Use Policy and the employee will be required to sign a release for a Motor Vehicle Report upon hire. This release will remain in effect through the duration of employment unless revoked in writing. Motor Vehicle Report checks are conducted annually by the College.

If you are interested in applying for this position; please submit a cover letter of interest, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: [humanresources@northeastcollege.edu](mailto:humanresources@northeastcollege.edu)

*\* Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.*

*Northeast College of Health Sciences is an Equal Opportunity employer and does not discriminate against students or employees on the basis of age, race, color, creed, gender, sexual orientation, or handicapping conditions (or any other protected status) in its educational programs, financial aid, activities, admissions and employment practices.*