**Job Title:** Director of the DAOM Program  
**Department:** Doctorate of Acupuncture and Oriental Medicine  
**Reports to:** ACTCM Academic Dean  
**FLSA Status:** This is a Full-Time, Exempt position

### ABOUT CIIS

California Institute of Integral Studies (CIIS) is an accredited undergraduate and graduate university with an enrollment of 1,500 students, 70 core faculty, 130 adjunct faculty, and 120 staff. The University is a pioneer in integrative higher education, providing interdisciplinary, cross-cultural, and applied studies in psychology, philosophy, religion, spirituality, ecology, consciousness, cultural anthropology, transformative studies and leadership, integrative health, acupuncture and Chinese medicine, and the arts. The Mission Street building, where SPPH is housed, is conveniently located in the SOMA district of San Francisco, which is a quick walk from the BART and Muni public transportation systems.

### POSITION DESCRIPTION

ACTCM at CIIS is seeking a full time position of Director of the DAOM program. The position requires an individual with a record of academic leadership in higher education, skill with teaching at the graduate level, interpersonal communication skills and a dedication to academic and clinical excellence. This position reports to the ACTCM Academic Dean.

Joining CIIS on July 1st, 2015, the American College of Traditional Chinese Medicine (ACTCM) is one of four schools at CIIS, offering the first professional and postgraduate degrees in acupuncture and Chinese medicine. ACTCM has been at the forefront of acupuncture and Chinese medical education since its inception in 1980, one of the oldest acupuncture and Chinese medicine colleges in the United States. The graduate programs at ACTCM at CIIS provide a truly exceptional professional education in the acupuncture and Chinese medicine field.

### JOB RESPONSIBILITIES

- Provides overall leadership to the DAOM program.  
- Ensures that the program meets the stated DAOM purpose and educational objectives.  
- Ensures compliance with federal, state, city and accreditation agencies’ regulations, laws and guidelines.  
- Provides oversight for the quality of the DAOM academic and clinical training.  
- Collaborates with the ACTCM Academic Dean on hiring, retaining and evaluating DAOM faculty.  
- Oversees DAOM faculty in development of syllabi, content and student learning objectives.  
- Oversees, and ensures that DAOM policies and procedures are maintained.  
- Ensures that evaluation of DAOM student and faculty occur on a regular basis.  
- Creates and monitors the DAOM program budget.  
- Collaborates with the admissions office for DAOM student recruitment strategies and outreach.  
- Provides academic guidance that supports student progress and success.
• Coordinates the development and mentoring of capstone projects.
• Ensuring the quality and completeness of all capstone projects.
• Collaborates with the Director of Institutional Effectiveness on program data collection and ensure that the program achieves established educational goals and objectives.
• Provides leadership, supervision, and support to the DAOM Program Manager.
• Participates in the ACTCM Dean’s and Program Committees.
• Teaches twelve (12) units courses per academic year.

REQUIRED AND PREFERRED QUALIFICATIONS

• Doctorate is required; doctorate in AOM or related field is preferred.
• A minimum of five years’ experience in academic or related administration.
• Strong communication, organizational, interpersonal and problem-solving skills
• A commitment to innovation, program improvement and student-centered learning
• Participate in scholarship/research
• Be competent with Microsoft Office, including Outlook, Word, Excel and PowerPoint

SALARY: Commensurate with experience

Date position is to be filled: Until position filled.

APPLICATION DEADLINE

February 1st, 2016. Candidate should send a letter of application accompanied with a curriculum vita, provide verification that the candidate has been awarded the appropriate terminal degree, and provide three recent letters of recommendation upon requested.

Please email your cover letter, CV, and two references to jobs@ciis.edu. Kindly include the position title (DAOM Director) in the subject line of the email.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

CIIS is committed to providing an open, fair, inclusive, non-discriminatory environment for all individuals across differences of race, religion, sexual orientation, gender identity, national origin, socio-economic status, ethnicity, age, physical ability, or medical condition. We seek to increase the presence, representation and inclusion of U.S. historically under-represented people of color, international, bilingual and bicultural students, faculty and staff; and, to provide an environment that will attract and retain individuals identified as lesbian, gay, bisexual, transgender, queer, questioning and intersex (LGBTQQI).