Position Title: **Manager of the Office of Chiropractic Practice Excellence and Support (OCPES)**

Department: Academic Affairs

Reports to: Director of Academic Affairs

Classification/ FLSA Status: Level II (Exempt Administrative)

Primary Function: The manager oversees and optimizes the operational, administrative and strategic aspects of the office to ensure high-quality content delivery and services addressing the evolving needs of the chiropractic entrepreneur. This role serves as a central point of leadership in coordinating and collaborating with college personnel and external industry leaders and institutions. This role fosters a culture of excellence and support in leading the organization and implementation of programs centered around student and practitioner skill enhancement.

Key Responsibilities:

A. Program Development

1. Coordinate the establishment and management of the inaugural Office of Chiropractic Practice Excellence and Support including accurate record tracking and maintenance, internal and external communications, resource and content maintenance.

2. Develop and implement educational content, including online modules and courses, focusing on chiropractic practice management, with a planned launch by 2027

3. Develop and facilitate a network for practicing chiropractors and organizations that provide mentorship and/or job opportunities for students and graduates.

4. Create resources on a wide range of topics related to practice success

5. Organize and manage workshops, seminars and other professional development events to support students, alumni and practicing chiropractors

B. Partnerships and Collaboration

1. Collaborate with local industries and institutions on potential partnerships for chiropractic students, alumni and/or practitioners

2. Maintain and cultivate partnerships with industry leaders to provide additional resources leading to practice excellence

3. Communicate and coordinate across campus constituencies to provide quality skill enhancement and educational programming

C. Alumni and Professional Support

1. Create and promote opportunities for alumni engagement through continuing education (CE) resources, mentorship and professional placement services

2. Provide support for alumni in accessing advanced entrepreneurship and professional development programs

D. Project Management and Continuous Improvement

1. Oversee the planning, coordination and execution of workshops, seminars and other educational events or programs

2. Ensure all events are effectively managed, with a focus on providing valuable learning experiences for students and practicing chiropractors

3. Stay informed about the latest research and trends in chiropractic practice and integrate these into OCPES' offerings

4. Monitor and evaluate program effectiveness, adjusting to ensure that OCPES remains a leading resource for students and professionals

E. Service to the College

1. Assume other such duties as assigned

2. Lend enthusiastic support to college policies and fellow colleagues

3. Participate in the annual Lyceum program

4. Demonstrate commitment to the mission of Sherman College

Basic Knowledge and Skills:

1. Bachelor's degree with at least five years of directly related professional experience.
2. Experience in program planning, practice management and/or business development.
3. Ability to build and maintain partnerships with industry leaders and institutions.
4. Ability to foster a positive, supportive culture in a fast-paced educational environment while maintaining strong attention to detail.
5. Demonstrate strong leadership, communication and organizational skills.
6. Proficient in Microsoft 360 utilization and familiar with web platforms, content management systems, and learning management system (LMS) operation.

Preferred Knowledge and Skills:

Master's degree in business, business management, education or other related field

Workload Expectations, Physical Demands and Work Environment

Physical Demands: While performing the duties of this job, the employee is occasionally required to walk, stand, crouch, kneel, stoop, sit; use hands to finger, grasp, handle or feel objects or controls; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision and the ability to adjust focus. Carrying, lifting 25 lbs. maximum may be required.

Work Environment: While performing the duties of this job the employee works in a controlled work environment and the noise level in the work environment is usually minimal.

General sign-off: The employee is expected to adhere to all company policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description:

Signature: _____ Date: _____