Program Manager, Doctor of Medical Sciences Program

The College of Idaho invites applications for an experienced Program Manager to join our team and contribute to the development of our new Doctor of Medical Science (DMSc) program. This online doctoral program aims to provide advanced education and training to Physician Assistants, enabling them to excel in their careers and make significant contributions to the healthcare industry.

The Program Manager will play a pivotal role in supporting DMSc students from application through graduation. The Program Manager will serve as the main point of contact for DMSc students, providing academic planning and registration support as well as monitoring academic success. The Program Manager facilitates all day-to-day operations of the program, collaborating closely with Admissions, Marketing & Communications, IT, the Registrar’s Office and faculty members. The Program Manager’s expertise in academic support and/or student affairs will be vital in creating an exceptional learning experience for our students.

The College of Idaho is committed to providing equitable, high impact learning opportunities and to embracing the cultural and diversity of our region.

This position may provide for the opportunity to work remotely from almost anywhere in the United States without relocation or hybrid in the Boise/Treasure Valley area. Work requires collaboration with other team members during our standard business hours and may be required, on occasion, to report to our Caldwell, ID campus.

Qualifications
Candidates must possess a Bachelor’s degree. Candidates must also have proven practical experience with student advising and/or support; and excellent communication skills and demonstrated ability to work with students, showing empathy, professionalism, and a deep understanding of academic programs.

Priority will be given to candidates who possess a familiarity with graduate education, experience in the healthcare or medical education domain and/or experience in on-line educational programs.

Applications should include: (1) a cover letter addressing your interest; (2) a resume or curriculum vitae; and (3) contact information for three to five references.

Please submit application materials to HR@collegeofidaho.edu with subject DMSc Program Manager Search. Review of applications will begin immediately and continue until the position is filled. Additional information may be requested of qualified candidates as we move through the applicant review process.

With over 132 years of history, the College of Idaho is an inclusive community of exceptional learning that challenges the ambitious and forges pathways to success and purpose. The College strives to improve access to higher education for underrepresented individuals and groups. Its efforts have been recognized with high rankings for social mobility by the Wall Street Journal and U.S. News & World Report. Almost 20% of the students are international students with over 90 countries represented and a third of the students identifying as first-generation students.
The College of Idaho is proud to be an equal opportunity employer. We are committed to attracting, retaining, and maximizing the performance of a diverse and inclusive workforce. The College does not discriminate on the basis of sex, race, color, age, religion, disability, national and ethnic origin, veteran status, sexual orientation, gender identity, or any other basis protected by law. The College offers competitive benefits including tuition waiver for dependents, health insurance, retirement plan with employer match after one year of employment, free access to on-campus fitness centers, and free admission to campus events. Spouses, domestic partners, and dependents are eligible for benefits coverage.

The College of Idaho is located in Caldwell, a rural community with a vibrant downtown that is on the western edge of the Boise metropolitan area, one of the fastest growing areas in the country and providing opportunities for both small-town and city living. One can explore the area's continuing agricultural legacy with the AgVenture and Sunnyslope Wine Trails located among scenic orchards in the Snake River Plain. A wide range of outdoors activities can be found with the combination of mountain, river, forest, and desert landscapes in the vicinity, including hiking, biking, skiing, whitewater rafting, camping, or exploring the hot springs. Boise also offers a rich selection of arts and culture activities with the Idaho Shakespeare Festival, Opera Idaho, Ballet Idaho, Boise Contemporary Theater, the Boise Philharmonic, Treefort Music Fest, and the Anne Frank Human Rights Memorial as part of the Wassmuth Center for Human Rights.