

Job Title:Academic Achievement Director – OMS III, **College of Osteopathic Medicine****Job Description:**

The Academic Achievement Director (AAD) for OMS III students supports the academic studies of third-year osteopathic medical students.

The appointed faculty member will serve as a key academic resource, helping students navigate the unique challenges of clinical education while maintaining academic excellence and professional development. The AAD will also collaborate with the Office of Community Clinical Education to help organize and facilitate Education Day (Ed Day) activities and will chair the OMS III Student Progress Committee (SPC) Subcommittee.

They must have communication, presentation, and planning skills necessary to collaborate productively with staff, faculty, and students. An understanding of and commitment to medical education is essential.

Reports to:

Associate Dean for Academic Affairs and Assessment, Office of Academic Affairs & Assessment COM

Classification:

Faculty, Part-Time, Exempt

Essential Duties:

The essential functions or job duties of the position are as follows:

1. Academic Support & Monitoring

- Collaborate with the Office of Academic Affairs & Assessment (OAA&A) to interpret student performance data during OMS II.
- Identify OMS III students at academic risk and recommend interventions through Students at Risk Committee (StARC).
- Develop and implement individualized academic support and remediation plans in collaboration with Faculty Mentors, COM Education Specialists, and clinical faculty.

2. SPC Subcommittee Leadership

- Serve as Chair of the OMS III SPC Subcommittee.
- Communicate with students under review and guide them through the SPC process.
- Ensure timely documentation and follow-up on remediation plans and professionalism concerns.

3. Education Day (Ed Day) Responsibilities

- Collaborate with the Office of Community Clinical Education to plan and organize a continuity of board review curriculum across all disciplines in preparation for COMLEX Level 2.
- Teach or facilitate sessions during Ed Day, focusing on clinical reasoning, professional development, or board preparation.

4. Policy and Curriculum Development

- Participate in the development and revision of academic policies and procedures related to clinical education.
- Provide feedback to enhance the integration of academic support within the clinical curriculum.

5. Student Engagement

- Attend and contribute to Student Liaison Focus Group sessions.
- Maintain open communication with students to foster a supportive learning environment.

6. Other Duties

Qualifications/ Education:

- Perform additional responsibilities as assigned by the Associate Dean of Academic Affairs or the Dean of the College of Osteopathic Medicine.

In the execution of job duties, staff must abide by all CHSU policies and procedures. This job description is not intended to be all inclusive and staff will also perform other reasonably related duties as assigned.

Education:

- Current Clinical Faculty member at CHSU
- Terminal degree (DO, MD, of PharmD)
- Maintains an active California License for Clinical Practice

Skills & Experience:

- Experience in medical education, preferably in osteopathic clinical education.
- Familiarity with academic support strategies and student success initiatives.
- Experience in leadership roles and committee work in academic settings is preferred.

Compensation:

This is a stipend position. The Stipend is 15,000 annually.

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, and contact information of at least (3) professional references. Please send a completed package electronically to careers@chsu.edu and type **Academic Achievement Director – OMS III** in the subject field of the email.