

Job Title:**Assistant Dean of Student Affairs and Enrollment, Proposed College of Osteopathic Medicine****Job Description:**

The Assistant Dean of Student Affairs and Enrollment is the administrator in the proposed College of Osteopathic Medicine (COM) primarily responsible for ensuring that medical students develop personally and professionally as they progress through the program, beginning during the applicant stage and continuing through graduation. Additional responsibilities include proposed COM-specific oversight of recruitment and admission, student support services, advising and student organizations.

The position reports to the Dean of proposed COM, but collaborates with and must work effectively with the University level student affairs administrators to implement university-wide student affairs initiatives within the proposed COM.

Reports to:**Dean, Proposed College of Osteopathic Medicine****Classification:****Full-time, Exempt****Essential Duties:**

- Serve as a member of the College Administrative Committee.
- Serve on other college specific and university-level committees as appointed by the Dean or Provost.
- Supervise College staff dedicated to recruitment, admissions and student affairs.
- Oversee recruitment and enrollment activities of the College.
- Ensure that University recruitment and enrollment strategies and initiatives are effectively incorporated into the College's admissions practices.
- Ensure that behavioral and professional standards for student are clearly defined in the college specific policies and that compliance is continuously monitored.
- Ensure that student complaints are adequately addressed and documented, in accordance with University policies and procedures.
- Support and assist with the University's ombudsperson program, as needed.
- Train faculty to effectively advise and mentor students and oversee the assignment and management of the advising system.
- Ensure effectiveness of student advising through continuous assessment and quality improvement efforts.
- Mediate, mentor and coach individual medical students regarding professionalism and conduct issues.
- Assist in responding to requests for assistance with student issues received from faculty or other students, as directed by the Dean.
- Oversee administration and enforcement of accommodations requests for students with disabilities, in compliance with University policy and the Americans with Disabilities Act and related state and federal law.

- Refer students, as needed, to appropriate resources for counseling or support.
- In collaboration with University Student Affairs and student affairs staff from other colleges, manage planning and execution of student orientation for the proposed COM.
- Manage planning and execution of Dean's Hour sessions for proposed COM.
- Ensure regular updating of the College's portion of the student-related policies and procedures, including but not limited to the University Catalog and/or college-specific catalogs.
- Oversee medical student organizations including the proposed COM's Student Government Associations.
- Participate in and promote strategies and operational practices form maintaining a safe campus environment.
- Participate in the ongoing assessment of student services and co-curricular activities.
- Assist the Dean to ensure compliance with all accreditation standards relevant to student affairs and enrollment.
- Perform other duties as assigned by the Dean.

This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the Dean.

**Qualifications/
Education:**

- Doctoral Degree Required
- Minimum three years of relevant experience in a college osteopathic medicine
- Comprehensive knowledge of student affairs practices and principles, student development
- Demonstrated commitment to student success and experience in building strong relationships with students
- Outstanding written and verbal communication skills
- Excellent organizational skills and the ability to adapt to new conditions, assignments and deadlines
- Good interpersonal skills and the ability to work effectively in a team environment.
- Problem-solving, research and analytical skills.
- Demonstrated ability to learn new technological skills; Experience with applicant tracking software and/or HRIS.

Salary:

CHSU offers competitive wage and benefits packages and is an EEO employer

The proposed College of Osteopathic Medicine is seeking accreditation from COCA and cannot solicit students until successfully achieving pre-accreditation.

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, addresses, and telephone numbers of at least (3) professional references who may be contacted. Please send a completed package electronically to careers@chsu.edu and type **ASSISTANT DEAN OF STUDENT AFFAIRS AND ENROLLMENT** in the subject field of the email.