

Job Title:

Assistant Manager, Office of Academic Affairs and Assessment, College of Osteopathic Medicine

Job Description:

Working under the direction of the Director, Office of Academic Affairs and Assessment the Assistant Manager of Academic Affairs and Assessment will support the day to day curricular and administrative activities of the OAA&A to accomplish the academic goals of the College of Osteopathic Medicine. This position will co-ordinate faculty initiatives for delivery of curriculum and will manage and maintain accurate faculty data regarding curriculum administration and outcome assessment. The incumbent should be able to appreciate the challenges of medical curriculum and deal with the medical students with empathy. The successful candidate will be an effective communicator and collaborator for working with a diverse group of staff, faculty and students.

Reports to:

Director, Office of Academic Affairs and Assessment

Classification:

Staff, Full Time, Exempt

Essential Duties:

Assisting the daily Operations of the Office of Academic Affairs and Assessment:

- Ensure effective communication and coordination between the Office of Academic Affairs and other educational units (Assessment Office, Simulation Center, Clinical Education, Educational Technology, and Office of the Student Affairs) to enable effective functioning of each unit.
- Support and coordinate, as applies, the daily operations of the Office of Academic Affairs & Assessment, including curriculum delivery logistics, tracking of faculty participation in curriculum, delivery of student exams, entry of electronic curriculum into learning management system (LMS), routine and special electronic communications with students and faculty, small group session management, room scheduling, badging, and data entry to support student assessment and curriculum evaluation.
- Facilitate effective processes for collecting student data; input and maintenance of accurate student grades and/or attendance, student record keeping adherence to FERPA and nationally recognized standards.
- Engages faculty and staff in curriculum development and professional development to maintain and expand excellence.
- Support and coordinate, as applies, data generation, compiling, and analysis for achieving the goals of the Office of Academic Affairs.
- Utilize the assessment platforms including ExamSoft, InteDashboard, SimIQ, COMP AI, and PowerBI for generating valuable data and creating meaningful reports to monitor efficient curriculum delivery.
- Oversee the daily work of the assessment data clerk and curriculum and assessment associate.
- Work as an advocate for students and help identify ways to improve the student curricular experience and learning opportunities. Act as a liaison between the Office of Academic Affairs and Office of the Student Affairs and other COM offices/services.
- Along with the Director, Academic Affairs and Assessment and the Associate Dean of the Academic Affairs and Assessment, work with appropriate staff and leadership to ensure effective operations of the OAA&A including working with the Curriculum Committee, Students at Risk Committee (StARC) and Student Progress Committee (SPC).
- Be a team player in continuous quality improvement in the day-to-day functions of the Office of Academic Affairs.
- Understand and be compliant with the College of Osteopathic Medicine accreditation requirements around curriculum.

**Qualifications/
Education:****Education:**

- A Bachelor's degree in Education, Health Care Administration, Public Administration, Organizational Development, Finance, Information Technology or other personnel-related fields is required.
- Master's degree is preferred.

Skills & Experience:

- Experience with integrated student information systems, curriculum management systems, and learning management systems.
- Knowledge of medical college curriculum and the functions and structure of a medical college and the process of transitioning to graduate medical education.
- Experience with multiple modalities of electronic curriculum delivery and learning management systems (e.g. Brightspace, Blackboard, Examssoft, InteDashboard, COMP AI, Power BI etc.).
- Demonstrated ability to interact with highly educated professionals including physicians, PhDs, university faculty and staff as well as prospective applicants, current students and alumni.
- Progressively responsible, relevant, and positive experience working as a professional in an accredited higher education environment.
- Previous experience and a strong knowledge of working with faculty in academic medicine or at an institute of higher education.
- Experience with information technology is preferred
- Prior experience using data as a rubric for analysis and assessment.
- Experience with the administrative process behind curriculum delivery.
- An understanding of and commitment to medical education.
- A commitment to diversity and the ability to work with a diverse group of people.
- A demonstrated ability to systematically prioritize and complete multiple projects simultaneously.
- Excellent oral and written communication skills.
- Efficient organizational and time management skills and excellent customer service abilities.

Compensation:

CHSU offers a competitive benefits and compensation package. Salary is commensurate with experience.

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 **Assistant Manager, Office of Academic Affairs and Assessment** in the subject field of the email.