

Job Title:**Assistant Dean for Community Clinical Education, College of Osteopathic Medicine****Job Description:**

The Assistant Dean will have excellent interpersonal skills to successfully work with a variety of professionals in this process. While the responsibilities are for the entire clinical education curriculum, they will have senior administrative collaborators, such as the other Assistant/Associate Deans in order to achieve the COM's goals.

Reports to:

Dean, College of Osteopathic Medicine

Classification:

Administration, Full Time, Exempt

Essential Duties:

- Lead curricular design, analysis and improvement regarding clinical rotations/clerkships
- Identify, secure, and maintain clinical training sites for core 3rd year rotations and 4th year required and electives.
- Identify, secure, and maintain sites for early clinical trainings such as FQHCs and other partners to establish school-based clinics and other opportunities for community screening events as part of the 1st and 2nd year curriculum.
- Communicate with clinical sites on a variety of issues including curriculum development issues, course delivery, exam policies, faculty development, match processes, rotational schedules.
- Receive, interpret and provide feedback regarding student performance on 3rd and 4th year required elements of the curriculum
- Lead, establish and maintain frequent education session on campus, including capstone projects, end of rotation exams
- Oversee the quality and improvement of the clinical educational programs to assure their effectiveness.
- Collaborate to develop and monitor faculty development for preceptors.
- Follow, accomplish, and report on Accreditation and Strategic Planning goals.
- Other duties to be assigned as necessary and may change to meet the COM's needs.

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

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

- DO or MD (or equivalent) degree
- Experience in medical education

Skills & Experience:

- Leadership abilities.
- Strong interpersonal skills and enthusiasm to contribute to faculty growth and development.
- Strong knowledge base in community health centers and FQHCs.
- Familiarity with AOA COCA requirements.
- Strong oral and written communication skills.
- Experience with medical school accreditation and reporting.
- Budget management experience.

Compensation:

CHSU offers a competitive benefits and compensation package. The broad range for an assistant dean is \$175,000-\$250,000. This position requires either an MD or DO and as such, this compensation and rank is open to negotiation based on market data as well as the individual's depth of knowledge and experience in clinical education in a healthcare setting.

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 Dean for Community Clinical Education** in the subject field of the email.

CHSU is an Equal Employment Opportunity (EEO) employer. CHSU complies with the Employment Eligibility Form (i-9) requirements.