

Job Title:

Assistant/Associate Dean for Student Affairs and Enrollment, College of Osteopathic Medicine

Job Description:

The Assistant/Associate Dean of Student Affairs and Enrollment is the administrator in the College of Osteopathic Medicine (COM) and is 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 COM-specific oversight of recruitment and admission, student support services, advising and student organizations. The position reports to the Dean of COM, and collaborates and must work effectively with the University level student affairs administrators to implement university-wide student affairs initiatives within the COM.

Reports to:

Dean, College of Osteopathic Medicine

Classification:

Administration, Full Time, Exempt

Essential Duties:

- Supervise COM staff dedicated to recruitment, admissions, and student affairs
- Oversee COM recruitment and enrollment activities
- Ensure that University recruitment and enrollment strategies and initiatives are effectively incorporated into the COM's admissions practices
- Serve as a member of the College Administrative Committee (COM-CAC)
- Serve on other college-specific and university-level committees as appointed by the Dean or President
- Ensure that behavioral and professional standards for students are clearly defined in the college-specific policies and that compliance is continuously monitored
- Ensure student complaints are adequately addressed, documented, and in accordance with policies and procedures
- Train faculty to effectively advise and mentor students
- Ensure the effectiveness of student advising through continuous assessment and quality improvement efforts
- Mediate, mentor, and coach individual medical students regarding professionalism and conduct issues
- 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 staff, manage planning and execution of student orientation for the 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 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 activities
- Assist the Dean to ensure compliance with all accreditation standards relevant to student affairs and enrollment

**Qualifications/
Education:**

- Other duties as assigned

Education:

- Doctoral degree preferred.

Skills & Experience:

- Previous medical school/graduate school student affairs and admissions experience
- Experience at an osteopathic medical school preferred
- Comprehensive knowledge of student affairs practices and principles and student development
- Experience in building strong relationships with students with demonstrated commitment to student success
- Outstanding written and verbal communication skills
- Must be highly motivated, a self-starter, and self-disciplined
- Demonstrated leadership abilities in consensus building, conflict resolution, inspiration, truthfulness, and organization
- Must be able to work diplomatically and effectively with various internal and external constituents
- Willing to work effectively in a team environment with peers, giving/receiving collegial advice
- Must have sound, rational decision-making skills, and the ability to hold firm in challenging and/or adverse situations
- Demonstrated ability to work independently, lead staff to optimal levels of productivity, and balance multiple projects while meeting deadlines and maintaining positive relations
- 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.

Compensation:

CHSU offers a competitive benefits and compensation package. Salary range for this position is \$175,000 - \$250,000, however, 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/Associate Dean for Student Affairs and Enrollment** 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.