

**Job Title****Job Description:****Reports to:****Classification:****Essential Duties:****Qualifications/  
Education:****Compensation:****Director of Student Affairs and Educational Skills, College of Osteopathic Medicine**

The Director of Student Affairs and Educational Skills is responsible, in collaboration with the Assistant Dean for Student Affairs and Enrollment, for ensuring the personal and professional development of medical students as they progress through the program. The Director of Student Affairs and Educational Skills will aid the Assistant Dean in monitoring student health and wellness as it pertains to attendance and performance, in monitoring compliance with background checks and vaccination requirements, and in processing Americans with Disabilities Act accommodation requests as needed. In conjunction with the Student Affairs Program Manager, the Director of Student Affairs and Educational Skills will help organize major student events such as Orientation, White Coat Ceremony, Pinning Ceremony, Match Day and Graduation. In collaboration with the Educational Skills Specialist the Director of Student Affairs and Educational Skills will guide students towards reaching their full academic potential by fostering an understanding of learning styles and aiding in the development of effective study strategies and time-management skills. The Director of Student Affairs and Educational Skills may at times supervise staff needed to accomplish these goals, and will also work collaboratively with the Office of Student Affairs staff from the College of Pharmacy.

**Assistant Dean of Student Affairs and Enrollment****Administration****Essential Functions:**

- Assist in ensuring that behavioral and professional standards for student are clearly defined in the college specific policies and that compliance is continuously monitored;
- Assist in ensuring that student complaints are adequately addressed and documented, in accordance with University policies and procedures;
- Assist in the mediation, mentoring and coaching of individual medical students regarding academic issues;
- Assist in the mediation, mentoring and coaching of individual medical students regarding professionalism and conduct issues;
- Assist in the administration of accommodation requests for students with disabilities in compliance with University policy and the Americans with Disabilities Act
- Assist in referral of students, as needed, to appropriate resources for counseling or support
- Assist in managing COM Orientation and other major ceremonies
- Assist in promoting strategies for maintaining a safe campus environment
- Assist in ongoing assessment of student services and activities
- Participate in all accreditation and regulatory processes;
- Serve on committees as assigned;
- Other duties as assigned.

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

**Education:**

- Master's degree in a related field

**Skills & Experience:**

- Student Affairs experience preferred, ideally in a medical school or other health-related professional school.

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

To learn more about our team, click [here](#).

**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](mailto:careers@chsu.edu) and type **Director of Student Affairs and Educational Skills** in the subject field of the email.