Job Description

Summary

The Associate Dean for Student Affairs and Admissions plans and conducts the COM recruitment, admissions, and retention program to meet the changing needs of the medical profession, the state of Nevada and the Intermountain West region. Since this is a start-up program with the first class expected to enroll in the summer of 2017, the Associate Dean, working with the University and COM administration and faculty, will be a critically important participant in the LCME self-study process. The Associate Dean is also responsible for establishing and overseeing the range of student services that comply with LCME standards and, more importantly, ensure an engaging, safe, and robust system of student life.

Responsibilities

- Understand and adhere to the Mission, Vision, and Values of the University and the College of Medicine.
- Actively participate in the LCME accreditation process as directed by the COM Dean.
- Plan and conduct the College of Medicine recruitment and admissions program to meet the changing needs of the medical profession, the state of Nevada and the Intermountain West region.
- Oversee, coordinate and manage the MD recruitment and admissions process.
- Establish best practices in recruitment and admissions, to include a structured applicant review process and a holistic approach.
- Provide a transparent and accessible admissions process to all applicants.
- Coordinate recruitment visits to local, state, regional and national universities.
- Participate in pipeline development by visiting and assisting with affiliation agreements with local organizations, community colleges, high schools and junior high schools to spread the word about the Roseman COM.
- Represent the COM at recruiting functions and other related events.
- Serve as chair of the COM admissions committee until such time as a faculty member can be appointed for that responsibility.
- If has clinical degree, will be involved in patient care as directed by the COM Dean.
- Serve on other COM and University committees.
- Develop and implement strategies to maintain and diversify a strong applicant pool.
- Establish relationships and network with medical organizations to build a strong diverse applicant pool.
- Develop and monitor the effectiveness of admissions policies and procedures related to the mission and goals of the University and the COM.
- Work closely with senior COM administrators to facilitate retention of admitted students and successful performance on licensure examinations.
- Advise and support student organizations.
- Develop student career and personal counseling activities.
- Oversee student financial aid, debt management, and health services at the main campus and at clinical teaching sites.
- Collaborate with the University student services offices regarding student admissions, financial aid, organizations, career and personal counseling.
- Contribute to COM strategic planning activities related to student recruitment and support.
- Teach as directed by COM Dean.

**Skills**

- Knowledge of admissions processes in a health professions curriculum (medicine preferred).
- Knowledge of databases (online admissions systems in the health professions preferred).
- Broad knowledge of issues in medical education.
- Leadership skills.
- Works collaboratively with members of the COM and University team. Is a team player and works respectfully with Roseman staff, faculty and students and with external constituents.
- Verbal and written communication skills.
- Ability to network effectively to form alliances with local, state, regional and national colleges which serve as a source for applicants.
- Ability to respond to concerns of internal and external constituencies in an effective manner.
- Knowledge of LCME policies, procedures, standards, and accreditation process.
- Ability to exhibit professionalism even in a difficult situation.
- Adhere to University and COM policies and procedures.
- Perform other duties as assigned/required.

**Education/Training**

- MD or DO or other doctorate degree (such as PhD, EdD) is required.

**Experience**

- Experience in developing, implementing and assessing the full range of student services.
- Experience and knowledge of admissions processes in a health professions curriculum (medicine preferred).
- Demonstrated understanding and experience working with diverse populations.
- Excellent team building skills.
- Experience with databases (online admissions systems in the health professions preferred).
- A minimum of 5 years experience in a similar position or higher at a College of Medicine.

**Work Conditions**

- Work is primarily indoors, but requires the incumbent to be in an outdoor environment when traveling between University campus buildings, off campus, and to University campuses and facilities located outside Summerlin, NV.
- Performing duties and attending events outside the normally scheduled work hours occasionally occurs and is required.
- Traveling off-campus to a local, state, regional and/or national event, as well as travel to other Roseman campuses or facilities (e.g. Henderson, NV and South Jordan, Utah) occurs occasionally and is required.
- Incumbent may be exposed to frequent noise caused by telephones, office machines, and nearby oral communications among University personnel and/or students.

**Required Physical Abilities**
• Ability to bend, stoop, reach, stand, move from one area of the building to another on a regular basis, sit and use a computer for a long period of time.
• Manual and physical dexterity needed to operate a computer keyboard and handle paper documents.
• Sufficient near vision acuity to read information appearing on computer display screen, in handwritten forms, and printed on paper.
• Adequate hearing and verbal abilities to communicate effectively in person and by telephone.
• Ability to lift and carry a stack of forms and documents weighing up to 25 pounds.

I have read the above position description and have received a copy.

_______________________________________    _________________
Employee Signature        Date