Assistant Dean for Student Affairs Responsibilities and Expectations

The Assistant Dean position is an at-will position beginning approximately July 1, 2020. Duties include the development and maintenance of a broad portfolio of services that supports students in the MD degree program. The Assistant Dean will work closely with another 0.50 Assistant Dean and the other senior staff in the Student Life on research and other projects related to student and career development in the setting of the medical school curriculum. The successful candidate will have experience of working effectively with broad constituencies, including students, faculty, staff, and alumnæ as well as demonstrate the ability to work with members of diverse populations. There will be a demonstrated commitment to customer service, strong verbal and written communication skills, and the ability to effectively lead groups of students and faculty. The position requires leadership experience, strong organizational skills, attention to detail, and the ability to handle multiple work demands. Prior management experience and experience working with medical students or similar populations of adult learners, are preferred.

The School of Medicine places a high value on professionalism and institutional citizenship. As outlined in the Rules of the School of Medicine, members of the faculty are expected to demonstrate a sincere interest in the welfare of students, residents, patients and colleagues and to participate actively in departmental meetings, conferences, teaching exercises and other programs. Faculty members are also expected to serve as models of professionalism, exhibiting a commitment to service, honesty, lifelong learning and open and respectful communication.

Specific Responsibilities of the position include:

Work with Struggling Students:
- This position will meet with individual students, developing effective utilization of resources to assist students, including management of success teams, tutoring and other resources.
- The Assistant Dean monitors data available for students with academic and professionalism difficulties and receives input from teaching faculty and contacts students who are having difficulty to offer assistance.
- The Assistant Dean also works with block directors and the curriculum deans to track and manage student absences.

Work with all Students:
- The Assistant Dean serves as the first point of contact for assisting students with personal, financial, and educational issues. This position manages a triage process to connect students with appropriate resources.
- This position takes a leadership role in the planning of career events for medical students, working with the Office of Diversity, departmental faculty, senior students and residents.
- The Assistant Dean collaborates with the Associate Dean for Student Life in working with elected student leaders in each class, including providing leadership training and mentoring.

Student Events:
The Assistant Dean is a lead in the planning of the orientation for all entering medical students. Collaborating with the Assistant Dean of Admissions, curriculum faculty, and students, this position will plan and organize a weeklong series of orientation events each year.

The Assistant Dean is primarily responsible for the orientation to third year, working closely with the Assistant Dean of Phase III & IV Curriculum.

The Assistant Dean serves as the point of contact for MSC leadership and attends monthly meetings.

This position will work with the SOM Departments and teaching faculty to manage and facilitate the Fall Awards ceremony that honors MS1’s, MS2’s and MS3’s.

This position has responsibility with elected students from each senior class in planning the Match Day celebration.

The Assistant Dean is responsible for the Senior class Honors Convocation. This event occurs in conjunction with the Silver and Gold Alumnae Banquet immediately prior to graduation. The Assistant Dean supervises the collecting and naming of the awardees and is the MC for the ceremony.

Collaborates with the other Assistant Dean of Student Affairs on interactions with ACP faculty and students, OSR Reps, Specialty Advisors, and Student Interest Groups.

This position is responsible for a number of smaller student events that vary from year to year depending on student interest.

Residency Application and the Match

- Works with the Associate Dean for Student Life to compose and edit MSPE (Medical Student Performance Evaluation) letters for the graduating senior class. Each student receives a complete letter and has an in-person meeting with either the Associate or Assistant Dean during this process. The Assistant Dean is responsible for approximately half of the letters for each class.

- The Assistant Dean is the School of Medicine liaison to the AAMC Careers in Medicine Program, working to bring the fundamentals of this national program to Colorado students.

- This position is responsible for the ERAS (Electronic Residency Application System) for the School of Medicine. Is the holder of the Dean’s office workstation and tracks students who are using the system.

- The Assistant Dean is the primary contact for the NRMP (National Residency Matching Program), including tracking and certifying students in the main match. Works to counsel students regarding their match list.

- This position is the primary contact for the other match programs, including the military match, the San Francisco match and the Urology match.

- The Assistant Dean is responsible for the SOAP (Supplemental Offer and Application Program) for unmatched students. Includes selecting and managing faculty advisors and working directly with unmatched students.

Administrative Responsibilities

- This position represents the Office of Student Life, for the clinical curriculum and is responsible for monitoring VSAS activities and MSIV add/drops.

- This position is responsible for working with a student life staff member, for all Letters of Good Standing.

- This position is responsible for all issues related to licensure for graduating students and alumnae.

- The Assistant Dean supervises senior staff member in student life office with responsibility for all official student records.
• This positions writes recommendation letters as needed and requested for medical students who are applying for external funding or events.

Committee and Teaching Responsibilities
• The Assistant Dean represents the Office of Student Life on School of Medicine Committees including Clinical Block Directors, Curriculum Steering Committee, Student Promotions Committee, Student Life Steering Committee, and Data Warehouse Governance Committee.
• This position assists the Scholarship Committee and the Admissions Committee as needed.
• The Assistant Dean provides career related instruction in the ICC courses and Clinical Interlude.
• The Assistant Dean provides workshops for student and faculty groups as needed.

Knowledge, Skills, and Abilities

• Must be knowledgeable about all aspects of the School of Medicine including curriculum, branch campus, criteria for student promotions, professionalism, and the multiple programs (e.g. MSTP, BA/BS-MD, MD/MPH) within the School.
• Must be knowledgeable about the School of Medicine Policy and Procedures
• Must be knowledgeable about FERPA.

Minimum Requirements
1. M.D. Faculty member, University of Colorado School of Medicine
2. Minimum 5 years experience

Salary Range
This is a 0.50 FTE position. Salary TBD.

Apply for the Position:

Interested applicants should submit a letter of interest and current CV to Deborah Stevens (Deborah.Stevens@cuanschutz.edu) by February 4th, 2020. This position will remain open until filled. Please direct any questions to Dr. Brian Dwinnell, Associate Dean for Student Life (Brian.Dwinnell@cuanschutz.edu).