Assistant Dean for Admissions – MD Program
University of Colorado School of Medicine

Nature of Work
The 0.50 FTE Assistant Dean for Admissions of the School of Medicine is responsible for all aspects of the MD student recruitment and selection process on behalf of the School of Medicine, has overall programmatic responsibility for Admissions within the Office of Student Life and is a highly visible advocate and spokesperson for the University of Colorado School of Medicine and for medical students.

Professional Field
M.D., Ph.D. or other doctoral degree

Supervision Received
The Associate Dean Student Life supervises the Assistant Dean for Admissions.

Supervision Exercised
The Assistant Dean will provide feedback to the Director of Student Life on the performance of staff in the office. He/she will oversee and supervise the Director of Recruitment and Community Outreach, Admissions Coordinator, and be directly involved with personnel in specific pipeline programs.

Examples of Work Performed
1. Provides communication with applicants, faculty, alumni and other interested parties concerning the process of applying to the University of Colorado School of Medicine.
2. Chairs the Admissions Committee. Oversee the admissions process including operational planning and development.
3. Coordinates the use of the national medical school application in conjunction with the American Medical College Application Service (AMCAS).
4. Administers the functions and projects of the Office of Admissions, including the interview process and recruitment functions.
5. Chairs the Admissions Executive Advisory Committee.
6. Engages in ongoing planning and continuous quality improvement processes that establish short and long-term programmatic goals, result in the achievement of measurable outcomes that are used to improve programmatic quality, and ensure effective monitoring of Admissions program’s compliance with accreditation standards.
7. Works closely with pipeline programs, and provides specific oversight on those programs with a guaranteed admission component.
8. Serves as an ex officio member of UME committees as appropriate, including the Student Promotions Committee and the Student Life Steering Committee. Serves as a member of UME leadership committees and task forces as appropriate.
9. Serves as liaison for the SOM to the campus, community, and national committees and projects.
10. Provides marketing and public relations activities to insure the effective representation of the medical school throughout the community, the state of Colorado, and the academic/medical communities of the United States.

11. Serves as advisor on School of Medicine admissions policy and student affairs policy.

12. Works with the admissions executive committee to oversee student selection and analyze future student performance based on admission data.

13. Meets regularly with Education Deans and SOM Associate Dean for Diversity and Inclusion to ensure alignment of goals and priorities.

14. Works with the Associate Dean Student Life to oversee and administer the Admissions budget within the Office of Student Life. Ensures that institutional policies are met and applied.

15. Serves as co-chair of the SOM Diversity Council and provides leadership on issues of medical student diversity and inclusion with respect to student recruitment and admissions.

**Knowledge, Skills, and Abilities**

1. 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.

2. Must be able to work cooperatively with all constituencies in the University of Colorado Denver including financial aid, the registrar, and the Office of Inclusion and Outreach.

3. Must be knowledgeable about all aspects of the application process to medical school including the MCAT, AMCAS, criminal background checks, and bundled letters of reference.

4. Must be knowledgeable about FERPA.

**Minimum Requirements**

1. Faculty member, University of Colorado School of Medicine

2. Terminal degree (M.D., D.O., Ph.D.)

**Salary Range**

This is a 0.50 FTE position. Salary TBD.

If you have any questions about the position, please contact Associate Dean for Student Life, Maureen Garrity (Maureen.Garrity@ucdenver.edu).

Please send your statement of interest and CV to Sean Spellman (sean.spellman@ucdenver.edu), preference will be given to applications received by April 4.