



Assistant Dean of Student Affairs & Admissions California Northstate University College of Dental Medicine

JOB TITLE: Assistant Dean of Student Affairs & Admissions

JOB CLASSIFICATION: 1.0 FTE, Full Time, Exempt

EDUCATION: DMD, DDS

REPORTS TO: Dean, College of Dental Medicine

SALARY: DOE for Faculty Rank- \$10,000 Administrative Stipend

JOB LOCATION: Sacramento, CA / in-person

Position Summary: The Assistant Dean of Admissions & Student Affairs is responsible for the leadership, administration, supervision, and coordination of student recruitment, admissions, enrollment management, student affairs, student support services, and student life activities within the College of Dental Medicine. This position serves as a highly visible member of the College leadership team and works closely with students, faculty, staff, University administration, and external stakeholders to support student success and institutional goals.

Admissions

- Responsible for admissions, outreach, diversity initiatives, and student recruitment activities, including oversight of personnel and processes.
- Manage and oversee the application, interview, selection, and acceptance processes.
- Develop and implement a comprehensive enrollment management plan designed to support recruitment, retention, and enrollment goals.
- Prepare and oversee enrollment agreements and admission-related documentation.
- Manage and maintain the admissions application portal and related systems.
- Collaborate with University administration and the College Dean's Office to develop and implement marketing, recruitment, and outreach materials and strategies.
- Monitor, manage, and plan the Admissions and Outreach budget.
- Regularly assess admissions processes, outcomes, and effectiveness, and provide quarterly reports to the Dean and the Dean's Executive Committee.
- Ensure admissions policies, procedures, and practices remain aligned with the College Strategic Plan, University objectives, CODA standards, and WSCUC requirements.

- Develop and maintain partnerships with educational institutions, community organizations, and professional associations to support recruitment and outreach efforts.
- Analyze admissions and enrollment data to support strategic planning, reporting, and continuous improvement initiatives.

Student Affairs

- Oversee, develop, manage, and continuously enhance student support services and programs.
- Provide leadership and oversight for student life initiatives and student engagement activities.
- Oversee recognized student organizations and provide guidance and support to student leaders.
- Coordinate student activities and professional development opportunities at the local, state, regional, and national levels.
- Develop, implement, and promote programs that foster student leadership, professionalism, wellness, and personal development.
- Serve as advisor to the Student Body Council and Student Organization Leadership Council.
- Oversee career services and professional development programs for students.
- Coordinate student-related College events, ceremonies, programs, and special activities.
- Collaborate and participate in accreditation, assessment, regulatory, and compliance processes.
- Plan and oversee student life, community engagement, and service activities.
- Educate students regarding their rights, responsibilities, policies, and available resources.
- Monitor, manage, and plan the Student Affairs budget.
- Oversee the non-academic grievance process and ensure compliance with applicable policies and procedures.
- Support student retention, well-being, and success initiatives through collaboration with faculty, staff, and University departments.
- Monitor student concerns and trends and develop appropriate interventions, resources, and support services as needed.

Accreditation, Compliance, and Institutional Service

- Work closely with the Dean and Accreditation Team in all aspects of accreditation activities, including gathering, analyzing, maintaining, and presenting data to demonstrate compliance with accreditation standards.
- Assist in the preparation of accreditation reports, self-studies, annual reports, site visits, and related documentation.
- Ensure areas of responsibility remain compliant with applicable accreditation, regulatory, and institutional requirements.

- Work collaboratively with other Assistant Deans to maintain and update the Student Handbook and the dentistry section of the University Catalog.
- Engage in professional development activities to remain current on best practices, emerging trends, and regulatory requirements related to Admissions and Student Affairs.
- Serve as a voting member of the Dean's Executive Committee and as an ex-officio member of designated College committees.
- Prepare and present reports, recommendations, and updates to College leadership, committees, and external stakeholders as appropriate.
- Perform other duties and special projects as assigned by the Dean.

QUALIFICATIONS

Must have:

1. A DDS/DMD from an accredited US program.
2. Minimum of five (5) years of progressively responsible experience in admissions, student affairs, enrollment management, operations, administration, or a related field. Experience in a health professions, higher education, healthcare, nonprofit, or other complex professional environment is preferred. An equivalent combination of education, training, and relevant experience may be considered.
3. Demonstrated experience with accreditation standards (CODA, WSCUC, or equivalent) and regulatory compliance in higher education.
4. Significant experience in developing and supporting a diverse student body and creating an equitable and inclusive culture.
5. Strong interpersonal, written, and verbal communication skills; ability to work collegially with diverse student, faculty, and staff populations.
6. Experience with student information systems and admissions platforms (e.g., ADEA AADSAS, Salesforce, or equivalent).

APPLICANT SHOULD SUBMIT

1. A cover letter (of intent) that addresses skills, experience, and career goals.
2. CV, dates earliest to most recent.
3. A statement of leadership philosophy that reflects your approach to student affairs and admissions in a health professions school.
4. Name, addresses, email addresses, and telephone numbers of three professional references (references will be contacted directly by CDM after notifying the applicant).

Please send all application materials to Rosemary.wu@cnsu.edu

CNU CDM is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status.