



Assistant Dean of Academic Advising– California Northstate University College of Medicine, Elk Grove, California, USA

Title:	Assistant Dean of Academic Advising with Assistant/Associate/Professor Rank)
Classification:	.5 - .6 FTE, Exempt, renewable non-tenure position
Supervisor:	Associate Dean for Medical Education, College of Medicine
Education:	MD or MD/PhD Degree
Salary:	\$70-108,000/Year
Experience:	Experience in higher education, academic affairs, and student advising Minimum of two (2) years working with diverse adult learners in general or medical education settings Minimum of three (3) years of experience as an academic advisor or as a learning support role in a higher education institution

Obligations of the Assistant Dean of Academic Advising:

The information provided below is a general description of the Assistant Dean's responsibilities; it is not intended to provide an all-inclusive list of responsibilities.

Responsibilities:

- **Academic Support**
Responsible for supporting and ensuring students' learning progression in their academic endeavor to contribute to the college's vision, mission, and values for the direction of academic support services to develop a model to improve the culture and performance of the medical students' experience to achieve excellence, improve results, and promote the well-being of the students.
- **Academic Advising**
Longitudinal, coordinated planning and delivery of Academic Advising. Includes planning and delivery of year specific content by way of workshops, panel discussions, guest speakers, content experts, and email communications for all medical students.
- **Academic and Career Advisors**
Provide ongoing training and education to M1/M2 Advisors (who serve as the College Masters) and to M3/M4 Advisors. Continue to identify and develop a team of Specialty Specific Advisors.



- Regular in-person meetings, seminars, and communications to accomplish training.
- Events – coordination with the Office of Student Affairs
The Match/SOAP Week (March)- coordinated by ADSA and ADAAA
Match Day Ceremony (March)- coordinated by ADSA and ADAAA
- ERAS/MSPE
Member of Dean's MSPE Council.
Assist with Student Affairs on the construction of all M4 students' MSPE documents for residency application.
Biweekly Council meetings March-September.
Directly supervise administrative staff who assist with the MSPE and ERAS.
- Student Progress
To be created to monitor at risk students and provide meaningful, early intervention.
- Visiting Student Learning Opportunities (VSLO)
Review and release of student applications for M4 away electives.
Supervise administrative support staff who manage institution document uploading to VSLO.
- Committees
Member of Dean's Advisory Council
LCME Standard Committee Chair
Member of Office of Medical Education (OME)
Program Review Committee member
Ex officio member of Promotions Committee
Proposed Ad hoc member of Curriculum Committee
- Expected to exercise independent judgment, solve problems, supervise, and develop innovative approaches to the management of a wide variety of academic support and advising activities and initiatives.
- Work with University Administration to maintain compliance with accreditation organizations and other standards.
- Develop and implement policies and procedures for academic support and advising programs that are compliant with federal and state laws (including Americans with Disabilities Act and Title IX), CNU College of Medicine policy, CNU policy, and accreditation standards, including LCME.
- Provide vision and strategic direction of the academic support services within the guidelines of federal, state, and local laws, as well as school and departmental policies and procedures.



- Facilitate curricular change by supporting department curriculum development efforts.
- Provide resources and support for student preparation for all USMLE licensing exams required during medical school, and liaises with the appropriate CNUCOM dean, course chair, department chair, and support staff.
- Coach students individually and in small groups to assist them in achieving their academic goals within the curriculum.
- Develop individual collaborative study plans for students to address areas of academic concerns.
- Assist students with learning and study strategies.
- Oversee referrals for evaluations of students with possible learning disabilities.
- Promote and serve as a model for professional service and teaching achievement.
- Support departments in maintaining high standards in academics and teaching processes.
- Work with all members of Office of Medical Education and other University staff in support of all academic matters.
- Provide consultation and support to staff and faculty regarding managing students with academic issues.
- Support the academic program and the management of the academic curriculum, the academic strategy, and other academic affairs matters.
- Lead and ensure the delivery of academic skills, support, and academic advising programs to all medical students. Includes: training, advising, and support in the areas of learning remediation, academic enhancement, time management, knowledge organization, and test-taking skills.
- Development of a clear program plan that includes:
 - objectives relating to knowledge, skills and attitudes (competencies) based upon the general and program specific specialty requirements published by the ACGME
 - integration of the milestones and entrust able professional activities (EPAs) into the curriculum as specified by the specialty specific requirements
 - methods by which the objectives are to be achieved (learning activities)
 - an evaluation system that clearly documents medical students performance and attainment of milestones and EPAs
 - the role of each participating institution and/or practice in the attainment of the educational plan
- Implement a comprehensive evidence-based program that ensures the provision of effective academic support services that support medical students' learning and academic development. Includes services and resources that support: student retention,



academic success, and individualized support throughout the curriculum.

- Conduct of the program, including the rotation of medical students to ensure that each medical student is advancing and gaining in experience and responsibility in accordance with the educational plan.
- Direct, develop, and collect data to evaluate and prepare statistical reports on students' utilization and satisfaction of academic support and advising services.
- Annual review of the academic advising to assess the quality of the educational experience and to review the resources available in order to ensure that maximal benefit is being derived from the integration of the components of the program.
- Conduct benchmarking studies and make recommendations regarding content and delivery of academic support and advising services, and have continuous improvement in academic support and academic services.
- Assessment of performance of each student through a well-organized program of in-training evaluation of clerkship and its rotations, preceptors, and facilities.
- Gathering and reporting complete and accurate information as requested by the accrediting, licensure, and certification and funding agencies. The Director is responsible for providing regular reports of progress to the Office of Medical Education.
- Assuring compliance with institutional and accrediting agency requirements, particularly the COM's strategic plan for accreditation compliance.
- Assessing program policies compliance with accreditation and institutional requirements such as policies pertaining to duty hours, supervision, leave, selection, grievance, and promotion and dismissal of student.
- Foster an environment that promotes reliability, professionalism, creativity, diversity, and innovation in teaching
- Work with the Dean and accreditation team in all aspects of accreditation functions and activities, including collecting, organizing, analyzing, and presenting data to demonstrate compliance with applicable accreditation and regulatory standards, including but not limited to those established by the **WASC Senior College and University Commission (WSCUC)**, **California Bureau for Private Postsecondary Education (BPPE)**, and **Liaison Committee on Medical Education (LCME)**.
- Collate student and faculty research activities, publications, grants, and other scholarly activities, as applicable, to demonstrate compliance with accreditation standards related to research and scholarly engagement.
- Other duties as assigned by Associate Dean of Medical Education.

Qualities:

- Exceptional interpersonal communication skills (e.g., with students, faculty, etc.)
- Commitment to professional excellence



Criteria for Appointment:

- Outstanding scholarly and professional achievement.
- Proven leadership ability to develop and nurture outstanding academic and/or clinical programs, including interdisciplinary initiatives.
- Support, adhere, manage the resources utilization of the department, including faculty and staff, and budget in accord with University policies and procedures.

Applications will be reviewed upon receipt. For full consideration, candidates should provide curriculum vitae/resume with at least three references. All candidates are asked to provide a cover letter, articulating how their knowledge, experience, and beliefs have prepared them to function in support of California Northstate University's vision and mission statements.

Please submit your cover letter, curriculum vitae, list of references, and any additional information to hr@cnsu.edu. Review of applicants will begin immediately and will continue until positions are filled.

California Northstate University is committed to providing equal employment opportunities to all employees and applicants, regardless of protected characteristics such as race, colour, religion, sex, national origin, age, disability, or veteran status.