

# Director of Academic Services – California Northstate University College of Medicine, Elk Grove, California, USA

**Title:** Director of Academic Services

**Classification:** Administrative

**Supervisor:** Associate Dean of Academic and Career Advising

**Qualifications:** PhD, MD, EdD. An equivalent combination of relevant education and experience may be substituted as appropriate

**Hours:** Full-time equivalent (FTE) of 1.0

## **Obligations of the Director of Academic Services**

*The information provided below is a general description of responsibilities; it is not intended to provide and all-inclusive list of responsibilities.*

## **Responsibilities of Director of Academic Services responsibilities include, but are not limited to the following:**

1. Collaborates with the dean, vice dean, assistant deans, department chairs, and program directors of the College of Medicine in the development and implementation of student services programming.
2. Supports leadership and governance for the College of Medicine, including all faculty and staff in the Departments of Basic Sciences, Clinical Science and Clinical Medicine.
3. Collaborate with the dean, vice dean, assistant deans, department chairs, and program directors, faculty, staff, and students of the College of Medicine to foster a climate that promotes reliability, professionalism, creativity, diversity, service, and enhanced student life.
4. Directs and administers co-curricular events, including the planning, development, promotion, and evaluation of programs and services that are focused on providing a diverse student body with opportunities for personal growth and leadership development.
5. Provides leadership in relation to all student activities, student interest groups, clubs, and student run clinics.
6. In collaboration with the Assistant Dean of Student Affairs, develops procedures and policies related to student activities, community service, and service learning.
7. Participates in the production of reports for stakeholders as necessary.
8. Responsible for MSPE activities.
9. Serves on appropriate University and College of Medicine committees.
10. Participates effectively in the accreditation process.
11. Other duties as assigned.
12. Performs other duties as necessary and assigned in fulfilling the mission and objectives of the University and of the College of Medicine.

# Director of Academic Services – California Northstate University College of Medicine, Elk Grove, California, USA

## **Qualifications:**

- PhD, MD, EdD. An equivalent combination of relevant education and experience may be substituted as appropriate.
- Experience and documented accomplishments in mentoring, advising, and student affairs.
- Ability to work effectively in an inter-disciplinary environment.

## **Qualities:**

- Exceptional interpersonal communication skills.
- Commitment to professional excellence.

## **EEO STATEMENT**

CNUCOM is an Equal Opportunity/Affirmative Action Employer committed to fostering a diverse, equitable and family-friendly environment in which all faculty and staff can excel and achieve work/life balance irrespective of, race, national origin, age, genetic or family medical history, gender, faith, gender identity and expression as well as sexual orientation. CNUCOM also encourages applications from women and veterans.

Applications will be reviewed upon receipt. For full consideration, candidates should provide a curriculum vitae 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](mailto:hr@cnsu.edu). Review of applicants will begin immediately and will continue until positions are filled. California Northstate is an Equal Opportunity and Affirmative Action Employer.

All qualified candidates are encouraged to apply. For inquiries, please contact us at: e-mail: [hr@cnsu.edu](mailto:hr@cnsu.edu) and/or telephone: (916) 686-7300.