# Director of Medical Education and Advising – California Northstate University | College of Medicine, Elk Grove, CA

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| Job Title: | Director of Medical Education and Advising |
| Supervisor: | Associate Dean of Medical Education |
| Employment: | 1.0 FTE, full-time, exempt |
| Salary Range: | $100,000 - $125,000. |

**Position Summary:**

The Director of Medical Education and Advising is an instrumental position in the College of Medicine, guiding our institution to meet and surpass the rigorous accreditation standards established by the Western Association of Schools and Colleges (WASC). This pivotal role demands a seasoned professional with extensive experience in educational leadership, strategic planning, and regulatory compliance within the specialized realm of healthcare education. The Senior Director role will is a leadership position that will drive initiatives aimed at elevating educational quality, optimizing student advising services, and enhancing overall institutional effectiveness to cultivate a culture rooted in continual advancement and unparalleled excellence. Responsibilities also include providing high-level academic advising and counseling to students, collaborating with faculty and staff to develop and implement a relevant curriculum, overseeing academic policies and procedures, and serving as a resource for faculty and staff on academic advising and student support. Additionally, the Senior Director position will play a key role in student recruitment and retention efforts, as well as collaborating with other departments and institutions to enhance academic programs and student support services.

**Essential Functions:**

- Developing student academic initiatives to enhance the educational experience.
- Ensuring the maintenance of high academic standards through the implementation of comprehensive assessment programs across all academic areas.
- Work with 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 research activities, as applicable, to demonstrate compliance with accreditation standards related to research and scholarly engagement.
- Preparing reports showing academic areas of success and growth for students.
- Monitoring current trends in academics for student evaluation and learning theories.
- Collaborating with Deans on issues of academic and student performance.
- Providing ongoing training and education to M1 and M2 advisors and identifying content-specific academic advisors.
- Conducting regular meetings, seminars, and webinars to accomplish academic training.
- Assisting the Office of Academic and Career Advising (OACA) and the Office of Student Affairs (OSA) with coordination of Match Day Ceremony and SOAP Week.
- Monitoring at-risk students and providing early academic interventions for success.
- Facilitating curricular change by supporting curriculum development efforts.
- Supporting the academic programs, the management of academic curriculum, the academic strategy, and other academic affairs of the College of Medicine.
- Promoting and serving as a model for professional serving and teaching achievement.
- Supporting departments in maintaining high standards in academics and teaching processes.
- Keeping current on the latest academic expectations of the LCME.
- Maintaining the integrity of assigned academic programs.
- Developing the academic strengths of the College of Medicine.
- Assisting with the oversight of the development and implementation of the curriculum.
- Supporting leadership and governance for the College of Medicine, including all faculty and staff in the Departments of Basic Sciences, Clinical Sciences, and Clinical Medicine.
- Conducting annual review of academic counseling and advising to assess the quality of the educational experience.
- Fostering an environment that promotes reliability, professionalism, creativity, diversity, and innovation in teaching.
- Representing the College of Medicine on University committees.
- Representing the College of Medicine and the University at public and professional events.

Minimum Qualifications

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| Education | Required: | Ph.D., Ed.D., or MD. |
| | Preferred: | 4-year college degree |
| Experience | Required: | 5+ years of experience as a leader in an academic setting with a combination of experiences in academic administration and support. |
| | Preferred: | Previous experience evaluating academic programs using both macro/micro data. Previous experience as an administrator in an academic department. Knowledge of curriculum development and |

assessment. Knowledge of accrediting standards for both the Western Association of Senior College and University Commission (WSCUC), and the Liaison Committee on Medical Education (LCME).

Knowledge, Skills, Abilities

- Ability to manage complex organizational tasks.
- Knowledge of the latest trends in evaluating student performance.
- Knowledge of statistical analysis.
- Solid interpersonal skills.
- Ability to mediate conflict with grace and humility.
- The skill to speak and write clearly and concisely.
- Excellent leadership abilities.

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| Supervisory Responsibilities | None |
| Contacts | Students, parents, alumni, public, faculty, staff. |
| Physical Demands | Work at computer for extended periods of time. Move/manipulate supplies and equipment of various weights (up to 25lbs). This position may involve prolonged periods of standing or sitting during. Some tasks may require fine motor skills and hand-eye coordination. Persons employed in this position must be able to hear and speak to exchange information in person or on the telephone. Employees must possess dexterity of hands and fingers to operate a computer keyboard and prepare documents and reports, as well as possess visual acuity to read, write, and view a computer monitor. |
| Working Environment | Office environment. Work occasional flexible schedule including evenings, weekends, and work overtime as the need arises. |

**Submit your application and for any additional information contact hr@cnsu.edu.**

- Cover letter of interest that addresses qualifications, experience and career goals
- Resume/CV
- Names, addresses, and telephone numbers of at least three (3) professional references

Equal Opportunity Employer Statement

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