

University of North Dakota (UND)
School of Medicine and Health Sciences (SMHS)
Assistant Dean for Assessment

Position Description

The Assistant Dean will provide oversight of assessment of the medical program curriculum. As a member of the senior leadership team at the SMHS by virtue of your appointment as Assistant Dean, you must be committed to the concept of excellence in all endeavors of the SMHS, be they educational, research, and/or service, with an emphasis on continuing the development and maturation the medical program curriculum.

Reporting Relationship

Reports to the Assistant Dean for Medical Curriculum

Specific Responsibilities

The position of Assistant Dean for Assessment will have a number of specific responsibilities, which include, but are not limited to, the following:

- Responsible for the assembly, administration and post-exam analyses for medical student assessment for the undergraduate medical students.
- Responsible for remediation of medical students who do not pass Medical Science or Clinical Science components of block, unified session, unit exams during elective periods.
- Act as the faculty administrator of the ExamSoft account currently held by the UNDSMHS in Education Resources
- Prepare and administer high stakes quizzes
- Responsible for the coordination of the lecture curriculum for each block/unified session/unit in addition to participating in the development and administration of the weekly quizzes and group activities that students experience each week of the block/unified session (6, 7, and 8).