

**University of North Dakota (UND)**  
**School of Medicine and Health Sciences (SMHS)**  
**Assistant Dean, Northwest Campus**

**Position Description**

Provides leadership on the Northwest Campus

**Reporting Relationship**

Reports to the Senior Associate Dean for Medicine and Research

**Specific Responsibilities**

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

**Administrative**

- Acts as the primary representative of the School of Medicine and Health Sciences (SMHS) and the Office of the Dean within the Northwest Campus community
- Functions as a liaison between Northwest Campus voluntary faculty and the SMHS
- Attends various functions as delegated by the Dean
- Develops and meets curriculum goals and objectives
- Provides a resource for volunteer faculty
- Recommends campus physicians for clinical appointment
- Nominates campus faculty for recognition awards (Dean's Special Recognition Awards, etc.)
- Assists in faculty development
- Collaborates with the department chairpersons in assisting with the recruitment of faculty, identifying electives, and assisting in developing and implementing residency programs
- Assists with continuing medical education in the Northwest Campus community
- Oversees Northwest Campus administrative office
- Reviews Northwest Campus annual budget and controls costs
- Promotes compliance with the SMHS and University policies
- Provides awareness of Northwest Campus disaster plans
- Supervises campus staff performance
- Participates in regular campus dean calls
- Participates in committee meetings as assigned, elected, or volunteered
- Interacts with the UND SMHS Center for Family Medicine on the campus as required to coordinate administrative issues and student education

**Educational**

- Is a student advocate and an advisor to Northwest Campus students
- Organizes phase 2 and 3 student clinical rotations on the Northwest Campus
- Troubleshoots student/faculty conflicts

- Ensures compliance with academic policies and procedures
- Functions as a liaison between Northwest Campus students and the SMHS
- Works with the SMHS to evaluate and implement improvements in the curriculum
- Meets as needed with medical students assigned to the Northwest Campus for phase 3 but not phase 2 and helps them plan and schedule electives.
- Serves as the academic advisor for all students assigned to the Northwest Campus for phase 2 and/or 3.
- Meets with all students assigned to the Northwest Campus for phase 2 for career counseling including guidance through the MATCH process beginning shortly after campus assignment in phase 1 and continuing through graduation.
- Documents career counseling meetings in the electronic curriculum management system
- Advocates for students and assists with academic and personal challenges (in collaboration with the Office of Students Affairs and Admissions as appropriate)
- Addresses and ensures adequacy of educational resources at campus clinical facilities for students

### **Faculty/Curriculum**

- Works with clerkship directors, chairs, and faculty to optimize education on the Northwest Campus
- Reviews Northwest Campus electives annually and works with clinical departments to update them
- Addresses faculty development needs (in collaboration with Office of Faculty Affairs)
- Expands translational and clinical research efforts to the Northwest Campus

### **Institutional/Community**

- Represents and enhances the image of the University of North Dakota, SMHS, and the Office of the Dean in the Northwest Campus community and region
- Acts as a link between the SMHS and local hospitals/clinics to encourage their participation in the School's educational mission