

University of North Dakota (UND)
School of Medicine and Health Sciences (SMHS)
Associate Dean for Student Affairs and Admissions

Position Description

Provides leadership in the area of Student Affairs

Reporting Relationship

Reports to the Senior Associate Dean for Medicine and Research

Specific Responsibilities

The position of Associate Dean for Student Affairs and Admissions will have a number of specific responsibilities, which include, but are not limited to, the following:

- Provide guidance, counseling, and referrals for medical students with academic, personal, career, financial, and/or family concerns as needed.
- Manage finances of the office
- Write Dean's letters
- Monitor medical student academic progress and professionalism issues
- Support residency applications and the Match
- Attend meetings (serve as a member of Executive, Admissions and various Governance committees).
- Serve as an advocate for students
- ACHIEVE program management
- Title IX liaison
- Member of the leadership team
- Maintain LCME accreditation standards. Implements quality improvement strategies to both comply with LCME standards and elevate SMHS.
- Maintain the continuity of coordination and communication related to student development to clinical campuses
- Manage aspects events, such as Commencement, White Coat Ceremony, etc. in coordination with the Dean's Office
- Meet with Student leadership at least monthly to address concerns and update students on issues such as building safety, study access, mistreatment, change to curriculum and policy changes
- Policy writing, implementation, and management
- Provide communication tools, such as the Grand Rounds Newsletter, to students and other stakeholders
- Review the student handbook yearly to assure polices accurate and timely
- Financial aid oversight
- MSAPC liaison and process advisor
- Admissions planning and process management

- Oversight of student records
- Management of Health insurance and criminal history background check process
- Supervise staff
- Manage Registrar functions
- Manage the Lottery
- Evaluate and support student organizations
- Complete AAMC, LCME surveys, and other requests for information