

University of North Dakota (UND)
School of Medicine and Health Sciences (SMHS)
Associate Dean, Southeast Campus

Position Description

Provides leadership on the Southeast Campus

Reporting Relationship

Reports to the Senior Associate Dean for Medicine and Research

Specific Responsibilities

The position of Associate 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 Southeast Campus community
- Functions as a liaison between 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 Southeast Campus community
- Oversees Southeast Campus administrative office
- Reviews Southeast Campus annual budget and controls costs
- Promotes compliance with the SMHS and University policies
- Provides awareness of Southeast Campus disaster plans
- Supervises campus staff performance
- Participates in regular campus dean calls
- Participates in committee meetings as assigned, elected, or volunteered

Educational

- Is a student advocate and an advisor to Southeast Campus students
- Organizes phase 2 and 3 student clinical rotations on the Southeast Campus
- Troubleshoots student/faculty conflicts
- Ensures compliance with academic policies and procedures
- Functions as a liaison between Southeast 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 Southeast 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 Southeast Campus for phase 2 career counseling
- Meets with all students assigned to the Southeast Campus Dean as career advisees 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
- Supervises career counseling for students assigned to Fargo campus, if not personally responsible for those students.

Faculty/Curriculum

- Works with clerkship directors, chairs, and faculty to optimize education on the Southeast Campus
- Reviews Southeast 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 Southeast Campus

Institutional/Community

- Represents and enhances the image of the University of North Dakota, SMHS, and the Office of the Dean in the Southeast 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