Careers at American University of the Caribbean School of Medicine

American University of the Caribbean School of Medicine (AUC) is an international medical school that prepares physicians for careers in the United States and worldwide. Founded in 1978, AUC is fully-accredited by the Accreditation Commission on Colleges of Medicine.

Join our talented community:

Senior Associate Dean, St. Maarten Campus

American University of the Caribbean School of Medicine (AUC) in Sint Maarten (SXM), Dutch Antilles invites applications and nominations for the position of Senior Associate Dean, St. Maarten Campus. Reporting to the Executive Dean of AUC and a member of the Executive Leadership team, the Senior Associate Dean, St. Maarten Campus oversees all faculty, St. Maarten based administrative operations, and strategic relationships in the St. Maarten community including key government relations.

The Senior Associate Dean of the St. Maarten Campus leads the AUC campus team by encouraging and fostering an environment that values diversity; promotes student, faculty, and colleague engagement and success; engages as a socially responsible member of the St. Maarten community. The Senior Associate Dean, St. Maarten Campus leads a growing campus community of approximately 30 full-time faculty members, 125 colleagues, and 700 medical students; interfaces with community and government partners in an official capacity as a university representative; and has responsibility for the campus budget.

This position is responsible for day-to-day supervision of Departmental Chairs and campus administration activities to achieve our academic strategic and operational goals. Direct reports to this position include seven department chairpersons, Assistant Dean for Community Engagement, and Campus Administrator. This position will provide oversight of programs that support the faculty in their various academic roles within the School of Medicine, fostering high standards of teaching, scholarly activity, professional leadership and community service.

Responsibilities

- Serve as the lead faculty and administrative officer for the AUC St. Maarten campus.
- Engage the faculty in key decisions and keep the faculty informed of decisions made and activities conducted at the institutional, organizational and governmental levels, which affect the operation of the School of Medicine.
- Oversee recruitment of faculty and recommend appointments of Department Chairs and faculty members.
- Oversee Talent and Succession planning for the faculty in partnership with human resources.
- Lead the annual performance review process for faculty members and chairpersons, which culminate in contract renewals.
- Serve as an ambassador for AUC with the wider St. Maarten community and government.
- Build relationships with key leaders within the St. Maarten community and engage in strategic partnerships that further the mission/vision of AUC and help to achieve the goals of country Sint Maarten.
• Oversee the Campus Administrator whose responsibilities include finance, safety, facilities, housing, and food services.
• Effectively manage a $25 M operating budget, making fiscally responsible decisions while delivering on outcomes.
• Collaborate with the Senior Associate Deans of Medical Education and Academic/Student Affairs to ensure that the curriculum is vertically and horizontally integrated, is innovative, and follows adult learning principles.
• Participate in medical school ceremonies including white coat, match day and graduation and in the planning of the annual faculty symposium.
• Prepares quarterly reports for the Board of Trustees outlining the progress of AUC in regards to achievement of the strategic plan. Works collaboratively with other senior leaders to ensure reports are complementary.
• Leverage resources within the broader organization to further AUC’s mission, vision, and strategic priorities.
• Completes other duties as assigned.

Qualifications

• Candidates must possess an MD, PhD, EdD or equivalent degree.
• Proven leadership experience in an accredited medical school at a level at or above Associate/Regional Dean or Chair of a large department.
• Demonstrated appreciation of diversity and success in building and supporting a diverse student body and faculty.
• Demonstrated skill in organizational administrative functions and allocation of resources. Prior experience in personnel management is essential; experience with financial management is desirable.
• Proven experience in mentoring faculty members, with a record of accomplishment of effective recruitment and retention of faculty members.
• Proven developer of talent and manager of performance of faculty to enable a capable, passionate and highly engaged faculty.
• Experience engaging with broad groups of stakeholders in successful collaborations; experience with community stakeholders or government officials is preferred.
• Excellent interpersonal and communication skills, a demonstrated ability to work with others in a collegial team atmosphere, and a desire to participate in a diverse, dynamic community.
• Personal attributes conducive to success in growth-oriented, fast-paced environments that require flexibility and adaptability.

The salary will be competitive and commensurate with qualifications. Screening of candidates will begin June 1, 2017. Applicants must provide a complete resume or curriculum vitae, cover letter expressing interest, and a list of three (3) professional references with names, addresses, phone numbers, and e-mail addresses.