GENERAL SUMMARY OF POSITION:
The Senior Associate Dean for Educational Affairs (SADEA) has oversight of the overall UMMS Education Mission and for institutional resources supporting its educational activities. In addition, the SADEA is responsible for direct management and administration of programs related to education in the School of Medicine (SoM).

MAJOR RESPONSIBILITIES:
• Serves as a member of the Dean’s Senior Management Team (Education Mission Group).
• For SoM: Oversight and responsibility for the operational management (including budget), administration and development of: UME education program, Office of Medical Education, EPC reporting.
• For UMMS institutional resources supporting education, such as iCELS: General oversight and administrative reporting.
• For CME: General oversight and administrative reporting.
• For Education Mission, institution-wide:
  o Advisory to Dean and UMW leadership on matters relating to the SoM/UMW educational mission.
  o Development and implementation of an institution-wide quality assurance system for education at UMW, across the health science professional schools and the continuum of medical education (UME, CME).
• Responsible for institution accreditation relating to education: LCME and NEASC.
• Direct oversight of Associate Dean for UME; coordination with Vice Provost for Student Affairs and Enrollment in management of SoM Admissions and Student Affairs.
• Coordinates educational interfaces and operational issues with the GSN and GSBS Deans.
• Provides mentoring and advice to faculty and students on education-related issues, as requested and appropriate
• Performs related duties and responsibilities as required.

REQUIRED QUALIFICATIONS:
• MD required
• Academic Administration experience (>1 year) as an Associate Dean or other senior educational leadership role.

PREFERRED QUALIFICATIONS:
• Experience as Clerkship Director, Residency Program Director or equivalent.
• Experience designing and implementing CQI systems in educational settings

SUPERVISION RECEIVED:
Under the direction of the Dean or designee

SUPERVISION EXERCISED:
Assigned Staff

ENVIRONMENTAL WORKING CONDITIONS:
Usual office environment

Interested applicants should apply to Academic Jobs Online at https://academicjobsonline.org/ajo/jobs/9668

As an equal opportunity and affirmative action employer, UMMS recognizes the power of a diverse community and encourages applications from individuals with varied experiences, perspectives and backgrounds.