

**DEAN AND CHIEF ACADEMIC OFFICER  
PHILADELPHIA COLLEGE OF OSTEOPATHIC MEDICINE (PCOM – SUWANEE GA)**

Philadelphia College of Osteopathic (Suwanee Georgia) has initiated a national search for an innovative and highly collaborative leader to serve as Dean and Chief Academic Officer.

This is a whole-time senior leadership position that directs and coordinates activities of the PCOM Georgia Osteopathic program and aids president and senior administration in formulating and administering organization policies by performing the following duties personally through subordinate department heads.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Position responsible for the overall profitability and strategic planning for multiple functions, manages senior managers to include: Clinical Education Coordinator, Campus Director of Educational Assessment, and Clinical and Basic Science Faculty.

Directs, supervises, participates in all functions of PCOM Georgia Osteopathic program, medical education, academic program finances, budgets, goals and objectives, legal documents, strategic planning, policy making, research, etc.

Has independent authority as an osteopathic branch campus Dean over budget development and academic program finances, organizes faculty and staff at the branch campus to develop an annual budget and submits the budget directly to the Chief Financial Officer; approves all budgetary expenditures at the branch campus and communicates directly with the Chief Financial Officer on all financial and budgetary matters.

Consults as needed/required with the Senior Vice President for Academic Affairs, the President, the senior administration and support staff on above related issues.

Maintains an open-door policy for both faculty members and students. Meets with faculty members and faculty committees on a routine/as needed basis, Holds formal meetings with representatives from each class, as needed, as well as informal meetings with individual students.

Attends and participates in meetings of the Corporation, Board of Trustees and several of its committees.

As Dean, is responsible for apprising the Senior Vice President for Academic Affairs and the President of all pertinent matters related to PCOM Georgia

Develops and maintains rapport with legislators in connection with college related matters, alumni representatives of other medical institutions, etc., promoting the college and the osteopathic philosophy.

Represents the college at national, state and local meetings, as well as conferences and conventions.

Recommends and participates in the creation and implementation of the mission and strategic plan for both short and long-term of PCOM Georgia.

**POSITION QUALIFICATIONS:**

The ideal candidate will possess a D.O. degree, be board certified, have twelve plus years of scholarly and professional achievement, relevant training and experience as a Dean, Associate Dean, Assistant Dean or Chair of an academic unit at a college of osteopathic medicine, allopathic medicine, military or public health facility.

**LOCATION:** Suwanee Georgia is a lovely suburban community north of Atlanta offering a plethora of gated communities, country clubs, eclectic amenities, access to Lake Lanier, and less than 25 miles to the heart of the city for world-class entertainment, restaurants, and professional sports.

**Merritt Hawkins is assisting PCOM-SUWANEE with this important search. Please forward your CV or nominations of highly qualified candidates to David King, Director of Recruiting, at [David.king@merritthawkins.com](mailto:David.king@merritthawkins.com).**

*PCOM adheres to a policy that prohibits discrimination on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status, or any other legally protected class.*