

University of Colorado School of Medicine
Associate Dean, Student Life
Position Description
November 2016

Nature of Work

Under the direction of the Senior Associate Dean of Education, the Associate Dean of Student Life is responsible for the development of a broad portfolio of services that supports students in the MD degree program. This 0.75FTE-1.0 FTE faculty position (the exact FTE will be based on the departmental duties of the incumbent), will provide oversight to the Office of Admissions and Student Affairs; will serve in student mentorship, advocacy, and counseling; create, disseminate, and implement institutional policies and procedures; will ensure compliance with University and LCME policies; manage the budget and other administrative functions for the Office of Student Life; and serve as a role model for students, faculty, and staff.

The successful candidate will show evidence of working creatively and effectively with broad constituencies, including students, faculty, staff and alumnae as well as the ability to create, collaborate with and lead diverse teams in a culture of inclusion and equity. There will be a demonstrated commitment to service, strong verbal and written communication skills including strong public speaking skills and the ability to lead groups of students, staff and faculty. The Associate Dean will have demonstrated leadership and administrative skills, with an attention to detail and the ability to multi-task, handling spontaneous work demands while undertaking projects that require advanced and strategic planning. Prior management experience in a team setting is essential and prior experience with medical student career mentorship and advising is critical.

Professional Field








M.D., PhD. or other doctoral degree

Supervision Received



The Senior Associate Dean of Education supervises the Associate Dean of Student Life

Supervision Exercised

The Associate Dean of Student Life will supervise the following positions:

-  Assistant Deans of Student Affairs
-  Assistant Dean of Admissions
-  Student Life Remediation Specialist
-  Director of Student Life
-  Student Life Office & Data Manager
-  SOM Financial Aid Counselor
-  Advisory College Mentors

Job Responsibilities:

-  Responsible for the Office of Student Life, including budgets, operations and for coordinating the leadership team, consisting of the Director of Student Life, and the Assistant Deans.
-  Serve as an advocate for the needs and interests of medical students in informal and formal situations. This includes, but is not limited to the following:

- Serve as the Medical Student Council faculty mentor
 - Supervise the process and distribution of all MSPE letters for 4th year medical students
 - Serve as the faculty leader for the SOM student GHHS organization
 - Manage and compose letters of Good Standing for students
 - Oversee the visiting student process for incoming and outgoing students
 - Serve as the disabilities and accommodations office liaison for MD students
- F0 E1** Serve as an advisor and counselor to all medical students. This responsibility includes the following:
- Meeting with students for any and all issues (academic, personal, financial, etc), and creating a process workflow to assist students
 - Maintain walk-in sessions and office hours for one-on-one student meetings
 - Collaborate with the Director of Step 1 curriculum to support and assist at-risk students
 - Understand and advise students on alternate career options for non-graduating medical students
 - Support and advise students with regard to bursar holds on student accounts
 - Identify and support problem areas for troubled students
- F0 E1** Lead the weekly meeting identifying at-risk students and develop processes to assist with student remediation and support. This position will be responsible for deciphering where a students should go for assistance (i.e. Step 1 prep course, clinical remediation, basic science remediation, support services etc.)
- F0 E1** Provide oversight to the Office of Student Affairs and Admissions the which includes the following:
- Oversee the medical student application process (including American Medical College Application Service-AMCAS)
 - Support the Assistant Dean of Admissions
 - Oversee the Advisory College Program and provide support and vision to ensure further development
 - Direct the Advisory College faculty mentor course and the Advisory College Student Advisor course
 - Oversee the match and the Supplemental Offer & Acceptance Program (SOAP) process for the SOM (including the Electronic Residency Application Service-ERAS, the Medical Operational Data System- MODS, and the San Francisco- SF match program)
- F0 E1** Responsible for several budget, administrative, and SOM events, and this position is expected to follow the related University policies and procedures as appropriate. These functions include:

<i>Administrative Responsibilities</i>	<i>Event Planning</i>
<ul style="list-style-type: none"> - Ensure that the Office of Student Life (including Admissions and Student Affairs) stay within budget - Following University policies and procedures for all Student Life events and purchases - Consulting University Legal Counsel is with student agreements and as appropriate - Ensure compliance with University and SOM policies 	<ul style="list-style-type: none"> - Phase I Orientation - Match day for Phase III students - Mock Interviews for Phase IV students - SOM MD Graduation - Phase III Orientation - Powderpuff Football - Senior Skits - Career counseling and “Speed Dating” - Winter Gala - Honor’s Convocation - Commencement Ceremony

- F0 E1** Create, disseminate, and implement several Student Life policies including the following:
- Evaluation and tracking procedure for Step 1 and Step 2 passing rate
 - Review and approve Phase III clerkship rotations
 - Tracking and evaluating Leave of Absences, Off-Cycle students, match results, time to graduate, student absences (in Phase III & IV), establish Step 2 and graduation timelines.

- Verifying student Grades
- Implement a shadowing program for medical students
- Review and approve all policy changes in the White book, Red book, and Rose book
- Supervise and improve the registration process for Phase III and Phase IV course in OASIS
- Streamline a process to integrate the new MSPE format into the School of Medicine
- Ensure Background Checks are completed on all incoming medical students
- Oversee and administer proper drug screens on all students entering a clinical environment
- F0
E1 Provide oversight to the Student Data Records manager (Student Affairs registrar), and ensure that all student records are accurate and up to date
- F0
E1 Responsible for Medical Student Performance Evaluation for each graduating senior, including meeting with individual students regarding their evaluation letter, working with the faculty who provide the evaluations, and working with students regarding their preparation for the residency matching process
- F0
E1 Ensure compliance with LCME standards as they relate to the Offices of Student Life and Admissions (standards 10, 11, and 12)
- F0
E1 Serve on several Medical Education committee's including the following:
 - Curriculum Steering Committee (CSC)
 - Student Life Steering Committee (SLSC)
 - Clerkship Block Director's (CBD) meeting
 - Promotions Committee
 - Medical Student Council (MSC)
 - Organization of Student Representatives (OSR)
 - Scholarship Committee
 - Office of Medical Education Leadership Meeting
 - Data Warehouse Governance Committee
- F0
E1 Serve as the institutional liaison to the Colorado Physician Health Program (CPHP)
- F0
E1 Maintain membership and strong working relationships within the AAMC and the GSA
- F0
E1 Assist in a variety of other ad hoc duties as assigned by the Senior Associate Dean of Education
- F0
E1 Serve as an institutional representative and role model who is altruistic and is committed to justice, honesty, equality, civility, freedom, dignity, and responsible citizenship.

Minimum Qualifications

- F0
E1 Terminal degree (M.D., D.O., Ph.D.)
- F0
E1 Must have (or the eligibility to have) an associate professor faculty appointment at an accredited School of Medicine

Preferred Qualifications

- F0
E1 Five or more years of experience working at an Academic Medical Center
- F0
E1 Demonstrated medical student teaching and mentoring experience
- F0
E1 Comprehensive knowledge, research, or experience of Student Affairs functions
- F0
E1 Supervisory and Leadership experience
- F0
E1 Experience working in a higher education institution with faculty, staff, and students, or in a clinic, hospital or academic medical environment.

Application Instructions

Please submit a curriculum vitae and a letter of interest. The letter of interest should include a summary of qualifications for this position, a vision statement and a list of program priorities. The search will remain open until filled. Please direct all questions and submit all materials via e-mail to the search committee chair, Dr. Shanta Zimmer (Shanta.Zimmer@ucdenver.edu).