



## **Assistant Dean of Academic & Career Advising– California Northstate University College of Medicine, Elk Grove, California, USA**

**Title:** Assistant Dean of Academic & Career Advising  
**Classification:** Administrative Role  
**Supervisor:** Associate Dean for Medical Education, College of Medicine  
**Education:** M.D.  
**Experience:** Experience in medical education, academic affairs, and student advising

### **Obligations of the Assistant Dean of Assessment:**

*The information provided below is a general description of the Assistant Dean's responsibilities; it is not intended to provide an all-inclusive list of responsibilities.*

### **Responsibilities:**

1. Academic and Career Advising  
Longitudinal, coordinated planning and delivery of Career Advising. Includes planning and delivery of year specific content by way of workshops, panel discussions, guest speakers, content experts, and email communications for M1/M2/M3/M4 students.
2. Academic and Career Advisors  
Provide ongoing training and education to M1/M2 Advisors (who serve as the College Masters) and to M3/M4 Advisors. Continue to identify and develop a team of Specialty Specific Advisors.
3. Regular in-person meetings, seminars, and communications to accomplish training.
4. Events – coordination with the Office of Student Affairs  
The Match/SOAP Week (March)- coordinated by ADSA and ADAAA  
Match Day Ceremony (March)- coordinated by ADSA and ADAAA
5. ERAS/MSPE  
Chair of Dean's MSPE Council.  
Oversee the construction of all M4 students' MSPE documents for residency application.  
Biweekly Council meetings March-September.  
Directly supervise administrative staff who assist with the MSPE and ERAS.
6. Student Progress  
To be created to monitor at risk students and provide meaningful, early intervention.



7. Visiting Student Learning Opportunities (VSLO)  
Review and release of student applications for M4 away electives.  
Supervise administrative support staff who manage institution document uploading to VSLO.
8. Committees  
Member of Dean's Advisory Council  
LCME Standard Committee Chair  
Program Review Committee member  
Ex officio member of Promotions Committee  
Proposed Ad hoc member of Curriculum Committee
9. Work with University Administration to maintain compliance with accreditation organizations and other standards.
10. Facilitate curricular change by supporting department curriculum development efforts.
11. Promote and serve as a model for professional service and teaching achievement.
12. Support departments in maintaining high standards in academics and teaching processes.
13. Work with all members of Office of Medical Education and other University staff in support of all academic matters.
14. Support the academic program and the management of the academic curriculum, the academic strategy, and other academic affairs matters.
15. Development of a clear program plan that includes:
  - a. objectives relating to knowledge, skills and attitudes (competencies) based upon the general and program specific specialty requirements published by the ACGME
  - b. integration of the milestones and entrust able professional activities (EPAs) into the curriculum as specified by the specialty specific requirements
  - c. methods by which the objectives are to be achieved (learning activities)
  - d. an evaluation system that clearly documents medical students performance and attainment of milestones and EPAs
  - e. the role of each participating institution and/or practice in the attainment of the
  - f. educational plan



16. Conduct of the program, including the rotation of medical students to ensure that each medical student is advancing and gaining in experience and responsibility in accordance with the educational plan.
17. Annual review of the academic and career advising to assess the quality of the educational experience and to review the resources available in order to ensure that maximal benefit is being derived from the integration of the components of the program.
18. Establishment of mechanisms to assess career planning and counseling, referral mechanism to address wellness and psychological stress, and financial aid services for medical students
19. Assessment of performance of each student through a well-organized program of in-training evaluation of clerkship and its rotations, preceptors, and facilities.
20. Gathering and reporting complete and accurate information as requested by the accrediting, licensure, certification and funding agencies. The Assistant Dean is responsible for providing regular reports of progress to the Office of Medical Education.
21. Assuring compliance with institutional and accrediting agency requirements, particularly the COM's strategic plan for accreditation compliance.
22. Assessing program policies compliance with accreditation and institutional requirements such as policies pertaining to duty hours, supervision, leave, selection, grievance, and promotion and dismissal of student.
23. The Assistant Dean is a member of the Dean's Advisory Committee (DAC) and a member of the preparation team for continuous readiness for accreditation survey.
24. The Assistant Dean must participate in scholarship as defined by the CNU policy.
25. Scholarship includes contributions of faculty to new knowledge, encouraging and supporting student scholarship, and contributing to a culture of scholarly inquiry by active participation in organized clinical discussions, rounds, journal clubs and conferences. An expanded definition of scholarship recognizes not only the traditional scholarship of discovery (research as evidenced by grants and publications) but also the scholarship of integration (translational or cross-disciplinary initiatives that typically involve more risk and fewer recognized rewards), the scholarship of application (patient-oriented research that might include the systematic assessment of the effectiveness of different clinical techniques), and the scholarship of education (includes not only educational research but also creative teaching and teaching



materials.

26. The Assistant Dean must also comply with all of the duties specified in the LCME and program training requirements.
27. Assist with overseeing the development and implementation of the clinical curriculum in all of its aspects over the length of the medical program.
28. Support leadership and governance for the College of Medicine, including all faculty and staff in the Departments of Basic Sciences, Clinical Science and Clinical Medicine.
29. Develop the academic strengths of the College.
30. Support the Mission and Vision of the College, University, and the Dean.
31. Foster an environment that promotes reliability, professionalism, creativity, diversity, and innovation in teaching
32. Maintain the integrity of assigned academic programs.
33. The appointee should be receptive to questions, complaints, and suggestions from Associate Dean, Department Chairs, Clerkship Directors, faculty and students, and should take appropriate action to promote the teaching mission of CNUCOM.
34. Other duties as assigned by Associate Dean of Medical Education.
35. Teaching load as required for faculty with administrative responsibility.

**Qualities:**

- Exceptional interpersonal communication skills (e.g., with students, faculty, etc.)
- Commitment to professional excellence

**Criteria for Appointment:**

- Outstanding scholarly and professional achievement.
- Proven leadership ability to develop and nurture outstanding academic and/or clinical programs, including interdisciplinary initiatives.



- Support, adhere, manage the resources utilization of the department, including faculty and staff, and budget in accord with University policies and procedures.

Applications will be reviewed upon receipt. For full consideration, candidates should provide curriculum vitae/resume with at least three references. All candidates are asked to provide a cover letter, articulating how their knowledge, experience, and beliefs have prepared them to function in support of California Northstate University's vision and mission statements.

Please submit your cover letter, curriculum vitae, list of references, and any additional information to [hr@cnsu.edu](mailto:hr@cnsu.edu). Review of applicants will begin immediately and will continue until positions are filled.

California Northstate is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply. For inquiries, please contact us at: **e-mail:** [hr@cnsu.edu](mailto:hr@cnsu.edu) and/or **telephone:** (916) 686-7400.