

Call for Nominations

**Associate Dean for Students
School of Medicine**

Overview:

The UAB School of Medicine is seeking applications for associate dean for students. The associate dean reports to and works closely with the Senior Associate Dean for Medical Education, partnering with him to establish an ambitious vision for student affairs, including academic support and career advising, that can be clearly articulated. The associate dean serves at a 0.6-0.7 FTE for these responsibilities; the specific FTE is negotiable.

The associate dean leads the Office of Medical Student Services, which offers all students exceptional individualized support. We support them not only as students but also as emerging professionals. We accomplish this by providing programs and services in a supportive environment that promotes intellectual and professional development, supports career goals, nurtures growth as leaders and inspires excellence. The deans and staff provide support and services in the areas of academic advising, career advising, professional and personal development, student health and wellness, student organizations and interest groups, student leadership and letters of recommendation.

The associate dean leads a total budgeted staff of 10 professional and administrative personnel, which is augmented by student tutors for academic support and faculty volunteers for career advising.

The associate dean is responsible for strategic leadership and administration of all student affairs activities. This is completed through the following responsibilities and expectations:

Responsibilities and Expectations:

1. Contribute as a member of the School of Medicine Medical Education leadership team (Senior Associate Dean for Medical Education, Associate Dean for Undergraduate Medical Education; Associate Dean for Students; Associate Dean for Admissions and Enrollment Management; Assistant Dean for Students; Assistant Dean for Clinical Education; Assistant Dean for Student Success; Assistant Dean for Community Engaged Scholarship; Assistant Dean for Clinical Simulation; Assistant Dean for Professional Development; Assistant Dean for Medical Student Diversity and Inclusion)
2. Engage as an advocate and responsible steward in the development of future physicians, representing the voice and needs of medical students in the UAB School of Medicine.
3. Champion wellness, justice, and respect for all. Advance a culture of professionalism and mutual respect at the school in support of academic excellence.
4. Oversee the medical student experience and assist students and faculty at the Birmingham, Tuscaloosa, Huntsville, and Montgomery campuses with issues related to student activities, supports, career planning and professional development. Promote student engagement and develop and continually evaluate the student experience for optimal engagement.
5. Promote student success in pursuit of a career in medicine. Advise students about career choices and graduate training selection. Help students resolve personal challenges that may affect their academic performance.

6. Direct engagement and collaboration with undergraduate medical education leaders to enhance the medical student experience and support academic success of our medical students in the dynamic education and societal environments.
7. Maintain responsibility for student discipline and accountability issues regarding academic standing, professional conduct and implementation of student -related institutional policies.
8. Provide creative and energetic leadership in the development, execution, and ongoing renewal of an academic success, non-academic success and professional success program that embodies the values and goals of the School of Medicine and supports a diverse student body; ensure that programs produce measurable results that are communicated to the wider campus community.
9. Assure compliance with LCME requirements applicable to medical student services. Participate in the LCME accreditation process as it relates to medical student services programs.
10. Participate in medical education research activities and produce scholarly work which can be presented at local, regional and national medical education meetings and published in peer-reviewed medical education journals.
11. Establish close working relationships with the Senior Associate Dean, medical education leadership and staff, faculty volunteers and others to engage in conversations about student cognitive and non-cognitive success, academic support, shifting demographics, student retention, the changing landscape of healthcare, career advising, professional and personal development, School aspirations, and priorities that inform and shape medical student services policies and programs.
12. Work closely with senior leaders in enrollment management and other key stakeholders to review and analyze data on student success to shape strategic direction; regularly re-evaluate the effectiveness of the School's student support programs to ensure alignment with the strategic goals and direction of the School.
13. Oversee recruitment, management, professional development, and retention of direct reports and staff on the team. Provide strategic oversight and expertise; develop a strong sense of teamwork, equity, and investment in mission across all functional areas; establish an environment on the team of mentoring and support. Ensure interaction and collaboration with faculty and staff supporting medical students across all four campuses within the School.
14. Develop and manage the budget for medical student services, ensuring that resources are allocated in a way that achieves goals.
15. Serve as an energetic and articulate ambassador for the School in communicating its message to prospective students, current students, alumni, faculty, staff, and other external constituents; participate in communicating the School's model in the national discourse about medical student services.

Required Qualifications:

1. Practicing M.D. with a full-time faculty appointment in the School of Medicine at UAB.
2. Strong knowledge about medical student education with proven leadership and experience in medical student advising. Experience (minimum of 3 years) in a medical student teaching, advising and/or support role within the UAB School of Medicine.
3. Experience and demonstrated engagement with the LCME accreditation process.

Preferred Qualifications:

1. The capacity to build strong and supportive relationships and to work effectively with all who have an interest in the shaping and success of the School of Medicine's student body. Experience working directly with the most senior levels of an institution is very important. Ability to effectively strategize and engage various groups and constituents, including the dean, senior associate dean, trustees, faculty, senior administrators, alumni and students.
2. Proven experience in providing leadership, oversight, and strategic direction. Excellent organizational skills and analytical ability, an understanding of systems and how they work, experience in framing new programs, a strong focus on outcomes, and experience in communicating results.
3. Experience leading change and fostering collaboration and a sense of shared purpose across units and functional areas.
4. A foundation in financial management with the ability to make sound judgments in a resource-constrained environment; ability to develop and implement the budget effectively, aligning resources with strategic priorities.
5. A strong record of recruiting and developing exceptional people and fostering a transparent work environment where collegiality is a key to success. Ability to develop trust and strong collaborative working relationships.
6. Demonstrated commitment to and knowledge about diversity, equity, and inclusion as critical components of academic excellence and student success.

Personal Qualities and Competencies:

1. Commitment to, and passion for, the mission of the UAB School of Medicine. Ability to communicate and create excitement about the School's mission, vision, programs, and fundamental strengths.
2. Knowledge of the culture of academic medical institutions.
3. Excellent strategic thinking skills.
4. Outstanding organizational skills, with the ability to complete projects on a timely basis and to manage multiple priorities.
5. Superior presentation skills, including the presence to deal effectively with academic leaders, faculty, senior administrators, senior executives, alumni, donors, students and volunteers, together with the ability to make the appropriate connections among members of these groups and to nurture strong and long-lasting individual and institutional relationships. Excellent communication skills, including the ability to write and speak clearly and effectively and deliver an effective, coherent, and consistent message. A communication style that is open, cordial, and compelling.
6. A penchant for diplomacy and the capacity for inclusive leadership; a real appreciation for consultation and collaboration, and the patience to build consensus. Must be a team builder who takes a non-hierarchical approach and empowers team members to get the job done while providing the support and information they need.
7. An understanding of and commitment to diversity with the ability to work effectively with students, faculty, staff, and alumni from diverse backgrounds; cultural competency with respect to issues such as sexual, racial, cultural, and gender identity.
8. Excellent listening skills, ability to take feedback and incorporate constructive criticism is critical to success.

9. Interest in new ways of teaching and learning, and experience in discerning and preparing for the needs of the students of the future, grounded in evidence-based decision-making.
10. A self-starter with a sense of urgency, a clear set of priorities, a strong work ethic, and the ability to adapt to changing circumstances in a highly collaborative academic environment. Must have a creative approach to problem-solving, and the ability to take advantage of emerging opportunities. A good sense of humor, a high level of energy, self-confidence, a positive “can-do” attitude, charisma, a commitment to self-development, and the ability to function at peak level in a high expectation environment are essential.
11. Unimpeachable integrity and trustworthiness. Mature judgment in handling sensitive and confidential information.

Nomination/Application Procedures:

Deadline for nominations is Sunday, March 11, 2018. Confidential review of applications, nominations and expressions of interest will begin immediately. To be ensured full consideration, please e-mail a copy of your curriculum vitae, a letter of interest and a letter of support from your division director or department chair to:

Toni Leeth

Associate Dean for Strategic Planning and Administration

Executive Administrator for Medical Education

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UAB is an Equal Opportunity/ Affirmative Action Employer committed to fostering a diverse, equitable and family-friendly environment in which all faculty and staff can excel and achieve work/life balance irrespective of race, national origin, age, genetic or family medical history, gender, faith, gender identity and expression as well as sexual orientation. UAB also encourages applications from individuals with disabilities and veterans.