



**Position Announcement**  
**Assistant Dean for Student Affairs**

The University of Virginia School of Medicine invites applications for an Assistant Dean for Student Affairs.

Reporting to the Associate Dean for Admissions and Student Affairs, the Assistant Dean is responsible for serving as mentor and chief administrative officer of one of four colleges, facilitating academic and social support for the students and ensuring the creation and implementation of initiatives to foster educational and professional success in a student-centered environment.

The position requires a minimum four-year commitment, which must be approved by the candidate's division chief and/or department chair. The position requires a commitment of 35% effort and carries an equal level of salary support. As with all administrative appointments, this appointment is subject to an annual review which is required for renewal.

Responsibilities include:

- Counsel and advise students on personal and professional matters. Serve as liaison to other University offices with respect to current student needs, such as the Office of the Dean of Students, Student Health, Counseling and Psychological Services, and the Student Disability Access Center.
- Mentor and advise students regarding career development, USMLE applications, and residency placement, including writing Medical Student Performance Evaluations. Develop Careers in Medicine workshops.
- Provide academic support services, including academic counseling and informational workshops. Counsel students at academic risk and refer for tutorial assistance when necessary. Serve as faculty liaison to the Academic Standards and Achievement Committee. Serve as faculty liaison and student advocate to academic course and clerkship directors.
- Enforce School of Medicine policies and procedures related to the medical education program.

- Act as faculty liaison to the School of Medicine Registrar on matters of student status for state licensure and hospital/clinical practice privileges, course/clerkship enrollment, grading, dual degree programs and reporting.
- Serve as faculty advisor to student organizations and groups; collaborate with the Mulholland Society student government officers as well as student government within the college. Implement and oversee community service initiatives.
- Collaborate with the Associate Dean for Admissions and Student Affairs and the Registrar in planning and overseeing Orientation, Graduation, Family Day, Match Day and alumni sponsored events.
- Oversee and administer college budget.

Requirements: Candidates must hold an MD with full time faculty appointment and must have demonstrated previous experience in the professional development of medical students or residents. The successful candidate will have demonstrated leadership and management experience, a commitment to collaboration, superb interpersonal and communication skills (both written and oral), and the ability to represent an institutional perspective. The ability to work with culturally diverse populations and be involved as a leader within the community is expected.