Position Summary  
Associate Dean for Admissions  
The University of Texas Health Science at San Antonio  
School of Medicine (UTHSCSA SOM)

The Associate Dean for Admissions provides vision, leadership, and oversight for all School of Medicine outreach, recruitment, and admissions functions, recognizing and balancing the dual obligations and responsibilities to individual candidates for admission and selection of a diverse and qualified student body to further the school’s mission to provide care for the citizens of Texas and its underserved South Texas communities via education, research, and service. The Associate Dean for Admissions leads the design, implementation and continuous evaluation of admissions-related policies and procedures, guided by medical education trends and evidence-based “best practices”. Along with other undergraduate medical education deans, the Associate Dean for Admissions represents UTHSCSA SOM's medical education program in campus, community, state, and national task forces and forums, engages in related scholarly activities, and ensures compliance with applicable accreditation standards. Essential oversight responsibilities for the Associate Dean for Admissions are linked to the following duty clusters:

- office staff and budget management  
- premedical individual and group student advisement  
- university, college, and pre-health advisor liaison activities  
- outreach, recruitment, and admissions-related activities and events  
- outreach, recruitment, and admissions-related oral and written communications  
- outreach, recruitment, and admissions-related processes, policies, and procedures  
- outreach, recruitment, and admissions representation in undergraduate medical education and broader institutional committees and workgroups  
- special program planning and liaison activities  
- medical educator and medical administrator liaison activities  
- database compilation, verification, representation  
- student scholarships and awards  
- student services liaison activities

The respective assistant and associate deans and functional domains of Admissions, Student Affairs, Curriculum, Student Diversity, and Professional Development, are unified and aligned under the direction of the Vice Dean for Undergraduate Medical Education as part of the Office of Undergraduate Medical Education. The Office of Undergraduate Medical Education provides the infrastructure and specialized personnel to support these domains in the service of a cohesive and coordinated medical education program. Organizational graphics depicting the composition, credentials, and reporting relationships for members of the Office of Undergraduate Medical Education may be found at som.uthscsa.edu/ume.
Application Procedures

Please direct your application and resume, as well as a letter of transmission describing your interest in the position and the experience and characteristics that make you well-suited for the position, to Ms. Jennifer Hernandez, Undergraduate Medical Education Business Administrator and Assistant to Dr. Florence (Flossy) Eddins-Folensbee, Vice Dean for Undergraduate Medical Education, University of Texas Health Science Center School of Medicine at San Antonio: email bitoni@uthscsa.edu.

The University of Texas Health Science Center at San Antonio (UTHSCSA) offers a competitive compensation and comprehensive benefit program. The Health Science Center (HSC) is an Equal Opportunity/Affirmative Action employer, including protected veterans and persons with disabilities. A strong commitment to diversity informs the principles and practices of the HSC. All faculty appointments are designated as security sensitive positions.

*Background information presented as part of this position specification may have been copied or compiled from the University of Texas Health Science Center and/or School of Medicine documents believed to be current and reliable. Original source documents and factual information govern any dispute.*