Specific Responsibilities
Associate Dean for Admissions
The University of Texas Health Science Center at San Antonio
School of Medicine
(UTHSCSA SOM)

Leadership & Scholarship

- Develop and implement short-term and long-range strategies to actualize the School of Medicine’s recruitment and admissions-related goals in the service of the overall school mission
- Facilitate and engage in scholarly activities related to medical student recruitment, admissions, and retention
- Represent the medical education program tenets, curricula, clinical sites/campuses, dual degree programs, distinction tracks, special educational pathways, criteria for progression and promotion, etc.
- Represent the School of Medicine admissions policies to faculty, students, applicants, and diverse interest groups
- Represent the outreach, recruitment and admissions-related functions of the medical education program within and across the School of Medicine and Health Science Center via membership on committees, task forces, etc.
- Represent the recruitment and admissions-related components of the medical education program to regional and national consortia such as the Texas Medical and Dental Schools Application Service (TMDSAS), the Texas Association of Advisors for the Health Professions (TAHP) and the Association of American Medical Colleges Group on Student Affairs (AAMC-GSA)
- Guide compilation and analysis of recruitment and admissions-related data to inform practices
- Develop and practice processes and procedures to incorporate feedback into operations
- Critically and continuously evaluate admissions criteria and processes for predictors of student success
• Direct/supervise day-to-day activities for personnel supporting outreach, recruitment, and admissions activities
• Serve as advisor in development and implementation of School of Medicine admissions-related processes, policies, and procedures
• Meet regularly with other undergraduate medical education leadership to ensure alignment of goals and priorities for the medical education program

Recruitment and Special Programs
• Engage in outreach, recruitment, and admissions-related strategic planning to optimize fulfillment of the school’s mission
• Oversee the development and implementation of electronic information resources and technological tools to achieve recruitment and admissions-related goals
• Oversee the development and implementation of recruitment strategies to increase the number of students from socioeconomic, ethnic, or racial backgrounds traditionally underrepresented in medical education
• Oversee special admissions-related programs including Facilitated Admissions for South Texas Scholars (FASTS), Joint Admissions Program (JAMP), the Med Ed program, etc., including summer educational programs and/or outreach
• Communicate with Pre-Health Advisors regionally and nationally via undergraduate campus visits and on-site presentations
• Collaborate with School of Medicine educational leadership to plan events and activities to showcase the medical education program and demonstrate its teaching resources
• Communicate with prospective applicants via
  o participation/presentations at undergraduate universities
  o individual and group pre-medical advisement
  o hosting premedical interest groups
  o various website materials
Admissions Process

- Represent and recommend recruitment, admissions, enrollment policies and procedures based on data, trends, and "best practices"
- Oversee the Admissions Committee’s development, implementation, evaluation, and continuous improvement of recruitment and admissions processes modeled on "best practices"
- Oversee orientation and training for the Admissions Committee membership
- Oversee orientation and training for non-Admissions Committee students, faculty, and community members engaged in essential roles
- Oversee the organization and execution of the interview process and activities
- Develop and maintain materials for publication regarding the admissions process
- Oversee all personal correspondence with applicants
- Advise and counsel non-accepted applicants regarding subsequent application and career goals
- Collaborate with other undergraduate medical education deans to establish criteria for application and consideration of transfer students for acceptance
- Perform other job duties as assigned by the Vice Dean for Undergraduate Medical Education