The University of Texas Health Science Center at San Antonio
School of Medicine

Associate Dean for Student Affairs
Office of the Dean

SUMMARY

The primary responsibility of the position of Associate Dean for Student Affairs is to facilitate medical student development in all aspects of student life and assure that the student environment is supportive, fair and consistent for all students. The Associate Dean for Student Affairs provides administrative oversight for the support of the medical students and is the primary individual responsible for advising and counseling students, managing student promotion and grievance processes, overseeing student organizations, and representing the Office of the Medical Dean in all student affairs interactions, whether internal or external. This position is responsible for all student-related non-academic programs in the School of Medicine and for all student affairs issues on the San Antonio campus and at the Regional Academic Health Center (RAHC).

DUTIES

• Collaborates with leadership across the Health Science Center for initiatives designed to enhance student support programs
• Manages student matriculation processes, which include entering student orientation activities, student background checks, faculty advisor assignments, visiting student management, and health insurance and immunizations monitoring
• Coordinates the White Coat Ceremony, the Student Clinician Ceremony, the Senior Awards Ceremony, the Gold Humanism Honor Society, the Alpha Omega Alpha Honor Medical Society, and the School of Medicine Convocation
• Manages the Pre-Clinical Promotions Committee and the Clinical Promotions Committee
• Supervises overall student progress management, which include class organization, scholarship committee management, scholarship allocation, promotions considerations, disciplinary measures (to include academic and professionalism), leaves of absence, and excused absences
• Supervises and oversees the Office of Academic Enhancement which is responsible for a tutoring program, pre-matriculation program, and individual evaluations of students’ with academic difficulty
• Performs academic, developmental, emotional, and other personal triage for student welfare in conjunction with personal, academic, and career counseling
• Manages clerkship assignments and the RAHC assignment processes
• Performs investigations into allegations of harassment, professional misconduct, legal misconduct and mistreatment in coordination with the EEO/AA Office, as needed.
• Monitors student due process activities
• Ensures that medical students receive the information, advice, and resources that they need to optimize their educational experiences
• Supervises student exit management, which includes senior elective monitoring, certification of graduates, and state medical board certification
• Oversees student accommodations provided under the American with Disabilities Act in coordination with the ADA Coordinator of the HSC.
• Represents the School of Medicine on campus and at the RAHC on Health Science Center organizations and task forces involved with local, statewide, and national educational organizations or consortia concerning student affairs.
• Is responsible and accountable for the oversight and management of the Office of Student Affairs budget.
• Works with the School of Medicine Directors for Development and Alumni Relations to pursue opportunities for the School to support educational and other initiatives affecting student life.
• Performs other duties as assigned.

SUPERVISION

Received:
Work is performed under the direct supervision of the Senior Associate Dean for Education who reports to the Dean of the School of Medicine, Dr. Francisco Gonzlez-Scarano.

Given:
Supervise the Assistant Dean for Student Affairs, Director of the Office of Academic Enhancement and staff comprised of Student Administrative Assistant-Senior and Student Administrative Assistant-Intermediate.

EDUCATIONAL EXPERIENCE

Qualified candidates will have a medical degree and will be eligible for licensure within the State of Texas. The candidate will also have relevant experience with medical student education and counseling, should have served as a member of the faculty of a medical school for at least 5 years, and have achieved distinction as a respected educator and leader among his/her peers. The candidate should have attained the rank of Professor or Associate Professor; however, faculty appointment is commensurate with qualifications and experience. The candidate must have a record of sustained scholarly activity as defined with his/her academic discipline.

KNOWLEDGE, SKILLS, AND ABILITIES

The candidate must have experience in administration and development of undergraduate medical education programs and have demonstrated leadership responsibility. The candidate must be a contributor and participant in the overall mission of the School of Medicine. The candidate should possess strong interpersonal skills and excellent communication skills. In addition the candidate should have excellent organizational/management skills, have the ability to work with a varied constituency at the School of Medicine and the Health Science Center and have the ability to work well with students. The ability to maintain confidentiality as well as organized time management skills is essential. The candidate must have both knowledge and experience in interaction within multicultural and multiracial settings. The candidate must be knowledgeable in areas that involve office management and administrative procedures, have an understanding of fiscal issues, an attention to detail and have a thorough understanding of the policies and procedures at the Health Science Center.
WORKING CONDITIONS

Work is performed in an office environment with infrequent travel required.

SECURITY SENSITIVE

All faculty appointments are designated as security sensitive positions, and thereby, subject to the provisions of section 51.215 Texas Education Code.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time.

The University of Texas Health Science Center at San Antonio is an Equal Employment Opportunity/Affirmative Action Employer

CONTACT

Interested individuals should submit a letter of interest along with an updated CV electronically addressed to Lois Bready, MD, Associate Dean for Graduate Medical Education and Chair of the Search Committee c/o Bridget Hendrix, Administrative Assistant Senior, at hendrixb@uthscsa.edu.