

ASSISTANT DEAN, STUDENT PROGRESS (CLINICAL ASSISTANT, ASSOCIATE OR FULL PROFESSOR, NTE)
University of Arizona

The Assistant Dean, Student Progress (ADSP) will report and provide support to the Associate Dean, Student Affairs (ADSA) for administrative functions in the Student Affairs Unit with primary role the oversight, implementation, evaluation, and support of COM-P programming on medical student academic progress and success.

This academic leadership position will be at .40 -0.50 FTE and it is expected that the candidate will couple their deanship FTE with one or more of the tripartite mission areas towards a 1.0 FTE. The successful candidate will also fulfill the responsibilities of a faculty member in an appropriate department, actively participate in teaching, clinical service and/or scholarly work, and must qualify for an appointment at the rank of Assistant, Associate or Full Professor.

The University of Arizona College of Medicine – Phoenix anchors the 28-acre Phoenix Bioscience Core in the heart of the Valley of the Sun. The College inspires and trains individuals to become exemplary physicians, scientists and leaders who are life-long learners and inquisitive scholars. The Phoenix Biomedical Campus embodies the University's priorities of engagement, partnership, innovation, and synergy in its world-class academic and research initiatives, with clinical facilities throughout Greater Phoenix.

Outstanding UA benefits include health, dental, and vision insurance plans; life insurance and disability programs; paid vacation, sick leave, and holidays; UA/ASU/NAU tuition reduction for the employee and qualified family members; state retirement plan; access to UA recreation and cultural activities; and more!

The University of Arizona has been recognized for our innovative work-life programs. For more information about working at the University of Arizona and relocations services, please [click here](#).

Duties & Responsibilities

- Serves as primary contact for students facing educational, personal, and/or financial challenges and refers students to appropriate resources.
- The ADSP works closely with students facing academic difficulties, such as educational and personal challenges, and supports the Student Affairs Unit team in the development and implementation of programming to ensure student success for our diverse student body.
- In collaboration with the Senior Coordinator of Student Progress, the ADSP will serve as first contact in student case management and in collaboration with others in Student Affairs and Academic Affairs units to address individual student issues related to wellbeing, and academic progression (including USMLE exam delay, Leave of Absence),
- Oversees medical student requests for schedule changes.
- Monitors student absence requests and serves as primary approver when indicated.
- Provides corrective coaching for students when a student's performance and/or academic progress are negatively impacted by lapses in professionalism.
- Assists ADSA in the process of development and completion of MSPEs.
- Shares on-call responsibilities with ADSA for student urgent matters.
- Attends AAMC Group on Student Affairs (GSA) and other AAMC conferences
- Executes duties assigned to the Assistant Dean, Student Progress as per the Associate Dean, Student Affairs and COM-P policies.
- Assists ADSA and COM-P curricular leadership with planning and implementation of curricular changes.
- Serves on COM-P committees, subcommittees, and workgroups, as directed by ADSA based on COM-P needs.
- Works with students, faculty, and administration to create and maintain a culture of professionalism.
- Develops and maintains collaborative working relationships within Student Affairs, Student Records, the Associate Dean, Student Affairs, the Senior Associate Dean, Academic Affairs, the Dean of COM-P as well as College of Medicine faculty and staff and the Offices of Curricular Affairs to facilitate academic progress review in order to foster academic progress and success for all students.
- In collaboration with the Directors of Student Development and Career and Professional Advising, the ADSP assists with the design and implementation of Student Affairs initiatives.
- Supervises the Senior Coordinator, Student Progression.
- Other duties as assigned by Senior Associate Dean, Academic Affairs, College of Medicine – Phoenix

For applicants interested in a full-time position (1.0 FTE), there are ample opportunities available for clinical practice in each specialty as well as teaching opportunities in UME and GME based on interests and qualifications. The University of Arizona College of Medicine – Phoenix began sponsoring the Banner Residency and Fellowship Programs in 2015. With over 340 residents and fellows in our programs, Banner-University Medical Center has been training residents and students for over 50 years. Our programs are nationally recognized for leadership in clinical excellence, scholarly activity, teaching and innovation. Our growing GME programs offer leadership opportunities to interested candidates.

Minimum Qualifications

- MD, DO, or equivalent degree with proven leadership, scholarship, and/or teaching accomplishments and recognition in medical education.
- Licensed or eligible for unrestricted Arizona medical license and board certification by an American Board of Medical Specialties.
- Qualifications for a faculty appointment at the Assistant Professor rank or higher.
- Excellent interpersonal, verbal, and written communication skills.

Preferred Qualifications

- Minimum of five (5) years of leadership experience in undergraduate medical education at the level of an assistant/associate dean, course director, clerkship director, or academic advisor for medical students.
- Work experience in undergraduate medical education related to residency match process, professional advising and coaching, and academic progression.
- Knowledge of LCME accreditation standards and regulatory requirements relevant to student affairs functions.
- Demonstrated leadership and management skills, including budget and personnel management.
- Established expertise in working with diverse communities.

To apply: <https://arizona.csod.com/ux/ats/careersite/4/home/requisition/12310?c=arizona>

Instructions to Applicant

Application: The online application should be completed in its entirety. Blank or missed information may be considered an incomplete submission.

Letter of Interest: Should clearly indicate how your skills and professional employment experience meet the Minimum and the Preferred qualifications (if applicable).

Diversity Statement At the University of Arizona, we value our inclusive climate because we know that diversity in experiences and perspectives is vital to advancing innovation, critical thinking, solving complex problems, and creating an inclusive academic community. As a Hispanic-serving institution, we translate these values into action by seeking individuals who have experience and expertise working with diverse students, colleagues, and constituencies. Because we seek a workforce with a wide range of perspectives and experiences, we provide equal employment opportunities to applicants and employees without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information. As an Employer of National Service, we also welcome alumni of AmeriCorps, Peace Corps, and other national service programs and others who will help us advance our Inclusive Excellence initiative aimed at creating a university that values student, staff and faculty engagement in addressing issues of diversity and inclusiveness.