

University of South Carolina School of Medicine Greenville

Search Announcement: Assistant Dean for Admissions

UofSC School of Medicine Greenville is seeking to identify candidates for the administrative position of Assistant Dean for Admissions. The successful candidate will demonstrate significant professional accomplishments and commitments around issues associated with medical school admissions and diversity and inclusion. This is a 0.4 FTE appointment that will be filled through an internal search process. Current full- and part-time clinical and biomedical sciences faculty of UofSC School of Medicine Greenville are invited to apply. The Assistant Dean for Admissions will report directly to the Associate Dean for Student Affairs and Admissions.

Key Responsibilities:

- Participates in efforts to develop and implement programs clearly linked to the guiding principles of the UofSC School of Medicine Greenville promoting recruitment and retention of students with personal attributes, experiential factors and economically and socially diverse demographics which will contribute to the learning environment and practice of medicine;
- Partners with the Manager of Student Affairs and the Manager of Admissions to serve as a resource to students and applicants for addressing issues of diversity and inclusivity;
- Partners with the Manager of Student Affairs to advise the Student Advocates for Inclusivity and Diversity (SAID) Council, charged with assisting in the development, implementation and coordination of diversity, inclusivity and equity programs at the of UofSC School of Medicine Greenville;
- Serves as Co-Chair of the Admissions Sub-Committee, providing leadership oversight in the selection of candidates for admission to the UofSC School of Medicine Greenville;
- Serves as a voting member of the Admissions Committee;
- Serves as a voting member of the UofSC School of Medicine Greenville Scholarship Committee;
- Serves as a non-voting member of the Student Evaluation and Promotions Committee;
- Provides interface with the Medical Experience Academy, Graduate Medical Education Department, Levi Kirkland Society and other external advocacy groups on matters related to diversity and inclusivity.

Required qualifications:

- Terminal degree (e.g. MD; EdD; PhD)
- Outstanding interpersonal, written communication and presentation skills
- Excellent problem-solving skills with a proven ability to prioritize and multi-task
- Leadership competency with a proven-ability to develop productive and collegial relationships with faculty, staff, and students

- Knowledgeable about future directions in medicine and their implications for medical students

Preferred qualifications

- Documented record of transformational leadership within the UofSC School of Medicine Greenville
- Proven experience with and/or interest in participating in efforts to recruit and retain academically qualified students from diverse backgrounds, cultural norms and life experiences.
- Community leadership
- Previous experience in medical school admissions, counselling and mentoring medical students and/or undergraduate medical education
- Knowledge of and experience with LCME accreditation

Competencies for Success:

- Acts ethically, with integrity, and is authentic and self-aware; adheres to the university's values (The Carolinian Creed) and interacts with others in a way that engenders confidence in them and in the organization.
- Builds partnerships and invests in the development of strategic internal and external partnerships – collaborates to reach productive agreements and foster goodwill.
- Demonstrates commitment to advancing the mission/vision/guiding principles of UofSC School of Medicine Greenville in setting priorities and conducting work.
- Demonstrates a commitment to teamwork, self-awareness, professionalism, openness/transparency, professional communication, and servant/conscious leadership.
- Proactively seeks opportunities to apply her/his training, experience, knowledge, and skills as appropriate to meet emerging institutional needs.
- Communicates respect for others in the work environment, and contributes to the development of a welcoming environment and positive institutional culture.

How to apply:

Interested candidates should provide a Curriculum Vitae and a cover letter of interest to include a summary of accomplishments, experience, and vision related to this position. Please send all inquiries and materials for consideration to pcatalana@ghs.org. The cover letter should be addressed to the attention of:

Paul Catalana, MD, MPH, Associate Dean for Student Affairs & Admissions and Chair of the Search Committee, University of South Carolina School of Medicine Greenville, Office of Student Affairs and Admissions, 607 Grove Road Greenville, SC 29605, 864-455-8201.

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