



Job Description

Job Title:	Associate Dean for Admissions And Student Services	Prepared by:	Dean, CDM
Location:	S. Jordan	Reviewed by:	Director, HR
Unit:	College of Dental Medicine	Approved by:	VP, Academic Affairs and Program Planning
Reports To:	Dean, CDM	Date:	2/23/2010
FLSA Status:	Exempt		

Summary

The Associate Dean plans and conducts the CODM recruitment and admissions program to meet the changing needs of the dental profession and state of Utah and the intermountain region. Since this is a start-up program with the first class expected to enroll in the fall of 2011, the Associate Dean working with the USN and CODM administration and faculty is expected to be a full participant in the CODA Initial Accreditation application. The Associate Dean for Admissions and Student Services is also responsible for establishing and overseeing the range of student services necessary to ensure compliance with CODA standards and to ensure a safe and robust system of student life.

Responsibilities

- Plan and conduct the College of Dental Medicine recruitment and admissions program to meet the changing needs of the dental profession and state of Utah and the intermountain region.
- Oversee, coordinate and manage the DMD recruitment and admissions process.
- Establish best practices in recruitment and admissions, to include a structured applicant review process.
- Provide a transparent and accessible admissions process to all applicants.
- Coordinate recruitment visits to local, state, regional and national universities.
- Represent the dental school at recruiting functions and other related events.
- Serve as chair of the dental school admissions committee and serve on school and other university committees.
- Develop and implement strategies to maintain and diversify a strong applicant pool.
- Establish relationships and network with dental organizations to build a strong diverse applicant pool
- Develop and monitor the effectiveness of admissions policies and procedures related to the mission and goals of USN and the CODM.

Skills

- Working knowledge of dental school curricula and familiarity with the CODA accreditation process.
- Knowledge of admissions processes in a health professions curriculum (dentistry preferred). and experience and
- Knowledge of databases (online admissions systems in the health professions preferred).
- Broad knowledge of issues in dental education.
- Leadership skills.
- Verbal and written communication skills.
- Ability to network effectively to form alliances with local, state, regional and national colleges which serve as a source for applicants.
- Ability to respond to concerns of internal and external constituencies in an effective manner.
- Working knowledge of dental school curricula.
- Knowledge of Commission on Dental Accreditation policies, procedures, standards, and accreditation process.
- Ability to exhibit professionalism even in a difficult situation.
- Adhere to USN policies and procedures.
- Perform other duties as assigned/required.

Education/Training

- DDS/DMD and/or Doctorate degree is required.

Experience

- Experience in developing, implementing and assessing the full range of student services.
- Experience and knowledge of admissions processes in a health professions curriculum (dentistry preferred).
- Demonstrated understanding and experience working with diverse populations.
- Excellent team building skills
- Experience in developing, implementing and assessing the full range of student services.
- Experience with databases (online admissions systems in the health professions preferred).
- A minimum of 5 years experience in a similar position or higher at a College of Dental Medicine.

Work Conditions

- Work is primarily indoors, but requires the incumbent to be in an outdoor environment when traveling between Henderson campus buildings, off campus, and to USN campuses and facilities located outside Henderson, NV.
- Performing duties and attending events outside the normally scheduled work hours occasionally occurs and is required.
- Traveling off-campus to a local, state, regional and/or national event, as well as travel to other USN campuses or facilities (e.g. South Jordan, Utah) occurs occasionally and is required.
- Incumbent may be exposed to frequent noise caused by telephones, office machines, and nearby oral communications among University personnel and/or students.
- Any additional area-specific requirements

Required Physical Abilities

- Ability to bend, stoop, reach, stand, move from one area of the building to another on a regular basis, sit and use a computer for a long period of time,
- Manual and physical dexterity needed to operate a computer keyboard and handle paper documents.
- Sufficient near vision acuity to read information appearing on computer display screen, in hand-written forms, and printed on paper,
- Adequate hearing and verbal abilities to communicate effectively in person and by telephone.
- Ability to lift and carry a stack of forms and documents weighing up to 25 pounds.
- Any additional area-specific physical requirements.

I have read the above position description and have received a copy.

Employee Signature

Date