



Example of Assistant Dean Job Description

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Our innovative and growing company is searching for experienced candidates for the position of assistant dean. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for assistant dean

- Supervises staff including hiring, performance management, training, discipline, merit and promotion recommendations
- Meet regularly with clerkship directors and clerkship coordinators to review individual clerkships and prepare the annual Clerkship Evaluation Summary Report
- Review Faculty Evaluations quarterly for all core teaching faculty
- Review M4 students' program of study on a quarterly basis
- Work closely with the Director of the Simulation Center at Troy CSC to develop, run, assess, and remediate the formative and summative gateway OSCE
- Contribute to evaluation design, compile and analyze the data, develop a repository and dashboard for collected data and disseminate compiled reports
- Partner with faculty and administration to develop and undertake overall curricular improvements based on sound adult educational pedagogy, current literature, best practices at other institutions, and identified outcomes
- Coordinate the assessment elements of accreditation efforts as needed
- Work in collaboration with the Center for Excellence in Medical Education to develop presentations, workshops, and other programs, as needed, for faculty and staff on effective feedback, assessment and teaching practices
- Assist in development, delivery and assessment of the curriculum for the M3 Interdisciplinary Studies (IDS) Course

- Ability and willingness to adjust to changing priorities on very short notice the ability to manage multiple projects with varying deadlines
- Must have the ability to maintain confidentiality and use discretion
- Review and evaluate the job performance for all clerkship and site coordinators
- Participate in the delivery of the OUWB Summer Internship Program (SIP)
- Manage the implementation of technology to enhance effectiveness, compliance, and business processes
- Identify, negotiate with, and manage relationships with external and internal partners