



Job Title: Director of Medical Education, Office of Medical Education

Job Classification: Administrative, full-time

Closing Date: Position open until filled

Reporting Responsibility: Reports directly to the Associate Dean of Medical Education

Job Details: This position is responsible for the providing support to the College of Medicine and the Office of Medical Education.

The information provided below is a general description of responsibilities; it is not intended to provide an all-inclusive list of responsibilities.

Responsibilities of the Director of Medical Education include, but are not limited to the following:

- Medical Education Support
Support the Associate Dean on operation of the Office of Medical Education in achieving the mission of the College of Medicine.
- Strategic Planning
Assist the strategic planning process of OME to foster a culture that promotes positive learning and student success.
- Offices within OME
Provide operational support for the Offices of Curriculum, Assessment & Evaluation, Faculty Affairs & Development, Research, Academic & Career Advising, Center for Teaching & Learning, Center for Translational Medicine, Diversity & Inclusion. Directly supervises administrative support staff.
- Academic Departments
Serve as a coordinator in supporting all faculty and staff in the Departments of Basic Science, Clinical Science and Clinical Medicine.
- Accreditation
Directs and coordinates accreditation efforts within the college and the university to meet the requirements of all accrediting bodies, including the planning, development, support, monitoring, documentation and evaluation of programs and services.
- Facilitate the coordination of accreditation and assist departments with meeting the standards outlined by WSCUC, LCME, BPPE, and others as needed.

- **Policies and Procedures**
Provide oversight on developing and updating on policies and procedures pertinent to the Office of Medical Education.
- **Continued Quality Improvement**
Assist the Associate Dean of Medical Education in identifying resources and gaps for quality improvement, faculty development and distance learning training certificate program to enhance student learning.
- **Assessment Practices**
Participate in assessment practices, student surveys, data analysis, and production of reports for stakeholders, as necessary.
- **Academic Events**
Assist various academic events including academic & specialty workshops, Match/Soup, White Coat Day, Graduation, Research Day, Preceptor Training, Resident Training and Diversity & Inclusion.
- **Committees**
Serve on appropriate College and University committees.
- **Other Duties**
Perform other duties as necessary and assigned by Associate Dean of Medical Education in fulfilling the mission and objectives of the College of Medicine.

Qualifications:

- Bachelor's degree; at least 3 years of experience that is directly related to the duties and responsibilities specified.
- M.Ed./Master's degree preferred. An equivalent combination of relevant education and experience may be substituted as appropriate.
- Experience and documented accomplishments in higher education administration.
- Ability to work effectively in an inter-disciplinary environment.

Qualities:

- Exceptional interpersonal communication skills
- Commitment to professional excellence

EEO STATEMENT

CNUCOM is an Equal Opportunity/Affirmative Action Employer committed to fostering a diverse, equitable and family-friendly environment in which all faculty and staff can excel and achieve work/life balance irrespective of, race, national origin, age, genetic or family medical history, gender, faith, gender identity and expression as well as sexual orientation. CNUCOM also encourages applications from women and veterans.

Applications will be reviewed upon receipt. For full consideration, candidates should provide a curriculum vitae with at least three references. All candidates are asked to provide a cover

letter, articulating how their knowledge, experience, and beliefs have prepared them to function in support of California Northstate University's vision and mission statements.

Please submit your cover letter, curriculum vitae, list of references, and any additional information to HR Department hr@cnsu.edu. Review of applicants will begin immediately and will continue until positions are filled.

All qualified candidates are encouraged to apply. For inquiries, please contact us at: **e-mail:** hr@cnsu.edu and/or **telephone:** (916) 686-7300.

Job Type: Full-time

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- Monday to Friday

Education:

- M.Ed./Master's degree in higher education administration (Preferred)

Work Location:

- Elk Grove, CA