Associate Dean for Student Affairs
College of Pharmacy

The University of Tennessee Health Science Center’s College of Pharmacy invites nominations and applications for the position of Associate Dean for Student Affairs. The College seeks a strategic leader with a commitment to excellence who will collaborate with other College and University leaders to reach and exceed goals.

The Associate Dean for Student Affairs has responsibility for aspects of the College’s student affairs programs. Responsibilities of this position include providing oversight, innovative, collaborative and strategic leadership for the planning, development, implementation and monitoring of all aspects of recruitment, admissions, interviewing, orientation, student government, student organizations, student events, and special programs. The Associate Dean for Student Affairs establishes and maintains relationships with students, student organizations, faculty, staff, administrators and other Health Science Center constituencies, working to enhance the quality of life for College of Pharmacy students. This position also complies with University and College guidelines/policies, and strategically works with the Dean and College administration to achieve College goals and objectives. Applicants should have a demonstrated commitment to and knowledge of diversity, equal employment opportunity and affirmative action.

The Associate Dean for Student Affairs is a key member of the College’s Executive Committee (Dean, Associate Deans, and Department Chairs), reports to the Dean and the position is based in Memphis, Tennessee.

Specific Responsibilities

General operations:

- Working closely with the Dean to ensure College and student success
- Overseeing appropriate staff personnel to ensure duties are performed to a high standard
- Responsible for the development of goals, assignment of specific responsibilities and projects, and evaluation of student affairs personnel
- Collaborating within the Executive Committee to implement and evaluate the strategic plan
- Providing input into the strategic planning process and the budgeting process in areas related to student affairs programs
- Collaborating with the Dean, Associate Deans, Department Chairs, and program directors to assess needs and develop proposals for new programs and make necessary adjustments to current student programs
- Communicating and providing reports regarding student matters, including:
  - Developing and maintaining effective communication on appropriate student matters within and outside the College
  - Contributing to the development and production of official publications (Catalog, Handbook, web site, etc.) and unofficial publications (brochures, promotional materials, etc.)
  - Collaborating with Department Chairs and Office of the Vice Chancellor for Academic, Faculty, and Student Affairs and others to prepare reports related to student matters for various constituents and audiences (university administration, Tennessee Higher Education Commission, regulatory agencies)
- Participating in meetings of programs’ advisory committees/boards when invited
- Supporting daily operations of the College of Pharmacy, representing the Dean in the Dean’s absence, and performing other duties as assigned by the Dean
- Participate in teaching, scholarship and other service activities
Recruitment, admissions and enrollment:

- Establishing and maintaining strong relationships with the pre-pharmacy advisors of the major feeder colleges/universities. Also working with other constituents to meet College objectives
- Overseeing strategies that will enable the College to recruit quality students in a new era of competition from other colleges of pharmacy within the state
- Maintaining a recruitment plan for the College to sustain diversity among its student body
- Overseeing the admissions process, including PharmCAS, interviews, and notification of acceptance status
- Overseeing the “future students” and “current students” sites on the College Webpage to ensure information is complete, correct, and current
- Preparing and distributing student instructions for registration for classes in the Banner system
- Serving as the College liaison to the registrar’s office, and serving as the College resource and liaison to the financial aid office
- Providing necessary background materials and information for the Honors, Awards & Scholarship committee and communicating scholarship recipients to the financial aid office and ordering student awards
- Assisting students in identifying external scholarship/financial aid opportunities

Committee assignments:

- Serving as chair of the Student Affairs Coordinating Committee of the College. Also serving as chair of the Admissions Committee of the College
- Serving as a member of the Professionalism, Academic Standards and Progression Review (ASPR), Geographic Appeals, and Honors, Awards & Scholarship Committees; Also may be assigned to other committees as needed
- Serving on the Council of Academic & Student Affairs Deans (CASA), Student Health Advisory Committee, Recruitment Coordinating Committee, and other campus committees as requested

Student organizations:

- Serving as administrative liaison with student organizations, student leadership and advisors for the Pharmacy Student Government Association Executive Committee (PSGAEC) to maintain a strong student government system, assist all student organizations to achieve excellence, promote positive working relationships and good communications with all students, promote leadership development, and increase professionalism in the College.
- Working with the PSGAEC president and president-elect on student assignments to college committees. Also working with the PSGAEC president to develop a master calendar of student organization meetings and events.

Administrative activities:

- Creating, reviewing, updating, and executing college student affairs policies. Also working with University administrative offices to develop and implement institutional academic and student policies
- Counseling students who are referred or self-referred for “crisis of life” issues
- Providing graduating students with board registration and graduation information. Also providing verification of attendance and graduation for students for board licensure
- Handling non-academic disciplinary issues that involve the University’s student standards of conduct and Title IX
- Serving as the college’s primary administrator for Pave Systems to record events and incidents with COP students as an ‘Events Manager’
• Organizing class gift fundraising on an annual basis
• Ensuring that programs conform to laws, regulations, and policies
• Overseeing data collection, analysis, and interpretation on the College’s effectiveness in Student Affairs
• Overseeing the creation of an official student file upon admission of students
• Notifying all students of the complaints policy at the beginning of each semester and maintaining the student complaints file and log
• Reviewing yearly the student affairs sections of the Health Science Center Catalog and Centerscope and update as needed
• Working with appropriate individuals to ensure accreditation and fulfill other College goals as related to students
• All other duties as assigned

Events:

• Coordinating the following: P1 White Coat Ceremony, P3 Pinning Ceremony, P4 Honors & Awards Program; Scholarship Awards Ceremony; Rho-Chi/PLS Initiation Banquet; Orientation programs (P1 and P2); P4 Career Day for interviews; Career Fair for P1s, P2s, & P3s.

Preferred Qualifications

• Advanced degree, preferably a PharmD
• Documented accomplishments in teaching, research, and service at a level to be appointed as a faculty member in one of the academic departments of the College of Pharmacy
• Strong administrative desire with exceptional communication and leadership skills
• At least three years of academic administrative experience
• Excellent oral and written communication skills
• Ability to work independently, as well as to work with others in a team environment
• Ability to establish and maintain rapport with faculty, staff, and students in the academic and professional environment
• Committed to diversity
• Extremely detail- and task-oriented
• Knowledge of unique needs of students in pharmacy education programs
• Experience with distance education, technology, and multiple campuses
• Demonstrated ability to mentor students and alumni
• Involvement with diverse populations
• Experience with planning and conducting research and/or other scholarly activities, including having a record of peer-reviewed publications, and writing and submitting grant applications
• Experience with academic program development
• Experience with the Accreditation Council for Pharmacy Education and the accreditation process
• Experience with the supervision of personnel
• Ability to manage numerous, complex tasks in a timely manner
• Ability to lead groups
• Demonstrated leadership and problem solving skills
• Engaging communication skills
• Strong organizational and planning skills to handle multiple, time-sensitive responsibilities, set priorities and meet deadlines
• Ability to be a creative thinker who is bold and innovative (i.e., thinks ‘outside the box’)
• Ability to work in a fast-paced and changing environment
Application Process

The Search Committee invites letters of nomination, applications (letter of interest, complete CV, and contact information for references), or expressions of interest to be submitted to the search firm assisting UTHSC. Review of materials will begin immediately and will continue until the appointment is made. It is preferred, however, that all materials be submitted by **February 20, 2014** to:

Katie M. Bain, Vice President
Jacob C. Anderson, Associate
Parker Executive Search
Five Concourse Parkway, Suite 2900
Atlanta, GA 30328
janderson@parkersearch.com
Phone: 770-804-1996 x 111 || Fax: 770-804-1917

All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status.

Eligibility and other terms and conditions of employment benefits at The University of Tennessee are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations.

**In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University.**

**Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), 920 Madison Avenue, Suite 420, Memphis, Tennessee 38163, telephone 901-448-7382 (TTY available). Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.**