

POSITION:

**Advisory Dean, MD Program
Associate Dean for Student Affairs
Duke University School of Medicine**

Job Summary:

There are five Advisory Deans within the Office of Student Affairs at Duke University School of Medicine who report to the Vice Dean for Education and Director of the Office of Student Affairs. Each Advisory Dean is responsible for advising $\frac{1}{5}$ of each entering class, continuing until all students in that cohort graduate (~100 students at a time). This key student advising role requires a minimum time commitment of 16 hours per week. Each Advisory Dean serves as an educational leader in the design, implementation, and continuous improvement of initiatives that promote academic success, personal well-being, and informed career choices among students in the MD program. The Advisory Dean position also includes planning and implementation of important programming milestones which include Orientation, the White Coat Ceremony, Match Day, and Graduation.

Minimum Qualifications:

- MD Board Certified
- Eligible for appointment at the rank of Assistant Professor or higher level
- Experience in Undergraduate Medical Education with documented effectiveness as a teacher and/or mentor of medical students. Experiences as a course director, course instructor or clinical attending for multiple students per year preferred but not required
- Demonstrated passion for medical education and experience as an effective leader
- Exceptional interpersonal skills with ability to collaborate effectively as a member of interdisciplinary team

*Due to LCME regulations, an Advisory Dean may not have a supervisory or teaching role with medical students for whom they must provide a grade or evaluation in any course.

Duties

The Advisory Dean role includes the following critical tasks and responsibilities:

- Engage in individual support and advising for 1/5th of each School of Medicine Class
- Participate in programming and processes to support medical student success including academic support, wellness, and career exploration
- Lead class wide programming to assist student with residency preparation including organization of support for students applying to the National Residency Match Program
- Assist students with arranging special tutorial assistance, test taking modifications, learning disability evaluations to promote academic and career success
- Periodically assesses, modify, and implement best practices in the field to deliver quality evidence-based student services
- Participate in the continual evaluation of student affairs programs and processes to assure optimization of services and resources for students
- Participate in committees responsible for monitoring student progress through all years of medical school training, including ad hoc task forces, as necessary
- Work collaboratively with the Multicultural Resource Center to promote a learning community that is characterized by diversity, equity, and inclusion
- Prepare Medical Student Performance Evaluations for senior medical students

- Work collaboratively with the curriculum support team to identify students with academic concerns needing additional guidance and support
- Cover the advisory dean pager when the Director of the OSA is unavailable
- Serve as liaison between students and faculty on promotions committee guiding promotion and remediation planning for advisees
- Participation in meetings related to national student affairs updates and coordination of duties of the Office of Student Affairs including weekly Advisory Dean Meetings, General Med Education Team meetings and participation at Regional/National Student Affairs Conferences (AAMC, GSA, etc.)

The Advisory Dean maintains an active role in the life of each medical student including the following key touch points:

- MS1 Advisee weekly Dean's Lunch subgroup meetings throughout the MS1 year
- MS2 Advisee Dinner meetings once per clinical rotation block (every 8-week) throughout MS2 year
- A minimum of semiannual individual meetings with each advisee regarding academic progress, general health support, and career planning
- Individual & group advising regarding curricular requirements, academic difficulty and remediation planning, course selection, research experience planning, and approval of plans prior to course registration deadlines
- Individual advising sessions focused on career selection, applicable mentors, course selection, residency application/interviews/Match decisions
- Guidance with grade disputes, conflict management with interpersonal conflicts and relationship challenges, support during personal or family stressors
- Assistance with referral for medical, mental health, professionalism, or academic support concerns
- Support of students thru letter writing including authorship of letters of recommendation for applications to programs and scholarships
- Facilitation of important residency related programming such as the Residency Fair, Match Orientation sessions, and Post Match Forums
- Celebration with advisees during major milestones of personal and professional growth including:
 - Support at Medical School Orientation events, conferring coats at the white coat ceremony
 - Attendance at lunches and dinners marking major milestones for individual classes
 - Attendance at Match Day and distribution of advisee's results
 - Participation in important occasions such as scholarship/honors event, family and second look weekend, etc.
 - Attendance at Hippocratic Oath Ceremony and hooding of advisees