

Assistant Dean, Clerkship Curriculum  
California University of Science and Medicine

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Posted Oct. 27, 2022, set to expire Feb. 27, 2023

**Job Title** Assistant Dean, Clerkship Curriculum  
**Department** Office of Medical Education  
**Institution** California University of Science and Medicine  
Colton, California

**Date Posted** Oct. 27, 2022

**Application Deadline** Open until filled

**Position Start Date** Available Immediately

**Job Categories** Associate/Assistant Dean

**Academic Field(s)** Academic Affairs  
Administration - Academic Unit  
Teaching & Learning  
Graduate Education

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**Job Description**

**Position Purpose**

The Assistant Dean for Clinical Clerkships (ADCC), is a member of the faculty with teaching and service obligations. They are a faculty leader charged to oversee the planning, coordination and implementation of the clerkship curriculum, as well as the evaluation of third- and fourth-year medical students during their clinical clerkships across all clinical training sites. The ADCC shares the medical school's vision, provides overall vision for the clerkship, and has working knowledge of institutional curricular goals.

*Information provided below is a general description of responsibilities; it is not intended to provide an all-inclusive list of responsibilities and may change depending on the needs of CUSM*

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### **Essential Functions**

- Serving as a member of the Year 3-4 Subcommittee of the Curriculum Committee.
- Assisting in the development, implementation, review, and updating of the Clinical Medicine Handbook.
- Monitoring the acquisition of academic progress and learning outcomes to ensure an outstanding, complete and consistent educational experience and transition from the preclinical years to the different clinical rotations.
- Regularly meeting with students in their assigned clerkships and overseeing scheduled didactic sessions.
- Meeting with students' mid-clerkship to give formative feedback, including a narrative portion, or designating a faculty member at each clinical training site to carry out this duty.
- Providing oversight of all student assessments, with support from the CUSM Department of Medical Education, including end of rotation evaluations, OSCE's and NBME shelf exams.
- Overseeing and organizing their assigned clinical clerkship to include responsibility for faculty teaching evaluations and recommendations to the curricular deans, department chair, and senior associate dean of medical education on matters related to faculty performance and teaching assignments.
- Overseeing assessment of teaching faculty in their assigned clinical clerkships.
- Monitoring compliance with all institutional policies on supervision in the clinical setting.
- Assigning timely clinical grades, with assistance from the CUSM Office of Assessment, for all students in their discipline across all clinical training sites.
- Serving as an advisor for assigned students in the clinical years.
- Participation in clinical practice and/or in-person student education.
- Effectively leading and participating in special projects and/or assignments as needed.
- Other duties as assigned

### **Job Requirements – Minimum Qualifications Skills and Abilities**

#### Skills:

- Outstanding communication skills in writing, speaking, presenting, and listening; display a collaborative and entrepreneurial spirit.
- Demonstrated skill in working independently and completing assignments according to defined goals and objectives. Ability to effectively prioritize and deliver assignments under pressure of deadlines, and with frequent interruptions and competing priorities. Must be able to adjust

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priorities quickly, multitask with excellent organizational skills. Demonstrated experience in a fast paced, high volume environment.

- Demonstrated high attention to detail. Demonstrated skill in analyzing information to define and follow up on problems or objectives. Can identify solutions and independently act toward solving problems.
- Demonstrated proficient skill in effectively using a computer and applications such as Microsoft Office 365 (Outlook, Word, Excel, and Power Point).

### Abilities:

- Ability to handle sensitive situations and information with discretion.
- Demonstrated leadership experience in clinical, professional, research and/or educational settings.
- Ability to supervise, advise, training and assess peers and students, including organizing, prioritizing, and scheduling assignments. Ability to foster a cooperative work environment.
- Demonstrated ability to interact professionally with diplomacy, patience, and courtesy with diverse individuals; ability to establish and maintain effective and cooperative working relationships
- Ability to sit or stand for long periods of time and use computer; stand, walk, bend, intermittently throughout the day. Ability to work in a university environment, moderate changes in temperature and noise.

### Minimum Requirements

- An MD, DO, or equivalent degree with Board Certification in appropriate area of specialization.
- An active medical license
- Eligibility for appointment as Assistant or Associate Professor in the interdisciplinary Department of Medical Education.
- Must practice clinically or teach in the curriculum
- Have had at least three years of teaching experience and clinical supervision of medical students.
- Demonstrated commitment to support the mission of the university and the vision to inspire, motivate, and empower students to become excellent physicians, scientists, and leaders.
- Commitment to diversity and inclusion as part of our conviction that the presence of diversity enriches an institution of higher learning.
- Evidence of successful collaboration and interdisciplinary work in a medical education environment.
- Must successfully complete and pass a pre-employment drug screen/physical and background check through the Department of Justice

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### **Desirable Qualifications**

- Experience with college/university personnel, policies, and procedures as well as current trends in higher education.
- Demonstrated knowledge and skills in program planning, project management, and academic administration.
- Documentation of relevant scholarly and research activity.
- Previous experience with LCME accreditation process and requirements

### **Working Environment**

- General office environment with low to moderate levels of noise.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasional lifting, carrying, bending, and pushing
- Significant fine finger dexterity
- Sitting – 60%
- Walking – 20%
- Standing – 20%

### **EEO/AA Policy**

California University of Science and Medicine (CUSM) supports the principles of equal opportunity, inclusion and diversity in employment and education. The University seeks to ensure that no person will encounter discrimination in employment or education on the basis of age, color, disability, sex, national origin, race, religion, sexual orientation, or veteran's status. This policy is applicable to both the employment practices and administration of programs and activities within the University. It is the policy of the University that no person shall be excluded from the participation in, be denied the benefits of, or in any way be subject to discrimination in any program or activity at the University.

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California University of Science and Medicine (CUSM) applies this commitment to all employment and educational practices, including but not limited to, recruitment of and students, admissions, hiring and training procedures, advancement and retention policies, and curriculum/course materials. More specifically, CUSM is committed to diversification of all its internal divisions by race and gender. This commitment stems not only from legal and moral considerations, but also from a conviction that an institution of higher learning is enriched by the presence of diversity and that narrow cultural biases serve to limit rather than enhance the teaching, research, and service functions which are the hallmarks of CUSM's mission.

Compliance with this Diversity and Equal Employment Opportunity Policy is the responsibility of all administrators and others whose duties are related to any personnel decisions regarding employees and students. Further, it is the University's obligation to fully participate in the implementation of all applicable federal, state and local laws dealing with nondiscrimination.

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact** Human Resources  
California University of Science and Medicine  
1501 Violet St  
Colton, CA 92324

**Contact E-mail** [silvas@cusm.org](mailto:silvas@cusm.org)