

Assistant/Associate Dean of Academic Affairs  
Marian University

Direct Link: <https://www.AcademicKeys.com/r?job=253042>

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Posted Feb. 13, 2025, set to expire Dec. 14, 2025

**Job Title** Assistant/Associate Dean of Academic Affairs  
**Department** College of Osteopathic Medicine  
**Institution** Marian University  
Indianapolis, Indiana

**Date Posted** Feb. 13, 2025

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Dean

**Academic Field(s)** Academic Affairs

**Job Website** <https://marian.rec.pro.ukg.net/MAR1500MNUI/JobBoard/fde73847-46d9-4c8a-924e-a28b5c630bfc/OpportunityDetail?opportunityId=986bda2f-afc2-4419-b622-ab8aae6cfe23>

**Apply By Email**

**Job Description**

Job Details

Description

As a part of a diverse community of faculty and staff who represent many faith systems and worldviews, Marian University seeks a Assistant/Associate Dean of Academic Affairs for the Franciscan Leadership Institute to promote our Catholic Franciscan mission and identity by contributing to the establishment of academic rules and policies, and the development of academic programs. This position also promotes adherence to Marian University academic policies and procedures. The Assistant/Associate Dean performs a variety of other administrative functions, including oversight of the curricular map. This position reports to the Dean of the College of Osteopathic Medicine (COM).

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Essential Duties and Responsibilities:

- \* Actively engage the Catholic Franciscan mission and identity of Marian University by modeling the Franciscan Sponsorship Values and honoring the legacy of the founding congregation through transformative education, unity in diversity, leadership through service, integrating faith and life, and institutional policies.
- \* Oversees the implementation of the first two years of the osteopathic medical school curriculum as established by the Curriculum Committee.
- \* Contributes to the clerkship curriculum and engages with the longitudinal curriculum.
- \* Oversees course and class scheduling and promotes adherence to the CLEAR principle of MU.
- \* Develops and implements learning and advising strategies for students in the first two years of the osteopathic medical school curriculum in collaboration with the Academic Support team.
- \* Develops and implements learning and advising strategies for preparation of students for licensure examinations throughout the continuum of the medical school experience.
- \* Serves as one of the sponsors of the Professional Identity Formation series and serve as the lead for the Academic Success pillar.
- \* Promotes and fosters an innovative teaching and learning environment conducive to academic excellence.
- \* Oversees completion and review of the curriculum map.
- \* Supports and encourages the infusion of academic initiatives, including instructional technology into the teaching and learning process.
- \* Supervises and evaluates appropriate faculty and staff, as indicated on the organizational chart.
- \* Contributes to the selection and development of MU-COM Faculty.
- \* Provides mentoring and guidance to faculty, including recommendations about best academic practices.
- \* Participates in all committees articulated by the MU-COM faculty addendum.
- \* Promotes a robust, student-oriented research program.
- \* Participates in the management and promotion of faculty research and scholarly activity.
- \* Manages the MU-COM budgets for biomedical instruction, anatomy instruction and research.
- \* Coordinates activities consistent with the mission, strategic goal and objective of MU and MU-COM.
- \* Advances the vision and strategies of the dean for the efficient and effective operation of the COM.
- \* Engages with MU individuals and offices outside of the COM.
- \* Performs other duties as assigned by the Dean of COM or the SVP of the health profession.

University Expectations:

- \* Knowledge of and a commitment to the mission of Marian University
- \* Adheres to Marian University's policy and procedures

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- \* Shows courtesy and respect in interactions with fellow employees, students subordinates, and supervisors
- \* Communicates regularly with supervisor about Department issues
- \* Meets department productivity standards
- \* Participates in developing department goals, objectives, and systems
- \* Assists to establish department measurements that align and support the accomplishment of the University's strategic goals
- \* Adheres to the department budget

Required Qualifications:

- \* At least 3+ years' experience in academic administration (or any related setting) to become familiar with academic programs, policies and regulations necessary to hold authority over the activities of an educational institution.
- \* A proven track record as a leader, teacher and public servant in a variety of setting is critical, a terminal degree, and at least 5 years of experience teaching in an academic institution.
- \* To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- \* To be qualified for this position the candidate must have a master's degree or equivalent, in Higher Education Administration, Student Personnel or related field and at least 5 years' experience in the area of student services and/or student advising. Preference will be given to those with an earned doctoral degree and/or professional experience with experience with graduate health professions student populations.

Review of applications will begin immediately and continue until the position is filled.

For Consideration All Applications Require:

- \* Cover Letter
- \* Current resume or CV
- \* Contact information of three professional references. The reference contact information must be entered after the application is submitted in the "My Presence" section of the applicant profile.
- \* Responses to the supplementary mission & identity questions.

Please Review Marian University's Mission & Identity Statement before responding to the supplementary questions on your application:

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Marian University is an Equal Opportunity Employer. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply.

**Contact Information**

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

**Contact**

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