

POSITION DESCRIPTION INFORMATION

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Type of action requested:*	Create a New Position Description - Recruitment Needed
Job types:*	Staff
Title:*	Admissions Application Appraiser
Position title:	Admissions Application Appraiser Details
Senior management:*	VT Carilion School of Medicine
Department:*	Dean of VTC School of Medicine
Organization:*	011613-VTCSOM Admissions
Team:	Dean of VTC School of Medicine
Position location:*	School of Medicine - Roanoke
Workplace Arrangement:*	Hybrid
Academic or Calendar year:*	Calendar Year
Appointment type:*	Regular
Hours per week:*	40
If part time, enter percent time:	%
Position summary:*	The Admissions Application Appraiser is a position designed to assist in reading and assessing applications to the VTC School of Medicine. A successful Appraiser will have a strong understanding of the medical school admissions process and unique aspects of VTCSOM and strong writing skills in order to assist in identifying the strongest candidates for interview at the VTCSOM. The position will also assist with proctoring current medical student examinations.
Required qualifications:*	*Associate’s Degree or higher from an accredited university or college. *Strong reading and writing skills. *Knowledge of computer applications involving application processing and conferencing software (ie: Zoom, MS Teams, etc). *Ability to work independently *Ability, computer equipment, and a reliable internet connection to work from home
Preferred qualifications:	*Experience with college or post-baccalaureate admissions processes *Experience with FERPA regulations and other confidential information *Willingness to assist with proctoring medical student examinations.
FLSA status:*	Non-Exempt: Eligible for overtime
Employee class:*	UA-Univ Staff FT CY Reg

JOB DUTIES

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
80	Reviewing applications for medical school using web-based application processing system.	Essential
10	Supporting and participating in recruitment events such as open houses, second look events, and both local and outside admissions presentations.	Essential
10	Supporting medical student examinations as a proctor.	Essential

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Type of action requested:*	Create a New Position Description - Recruitment Needed
Job types:*	Administrative & Professional
Title:*	Admissions Operations Manager
Position title:	Admissions Operations Manager
	Details
Senior management:*	VT Carilion School of Medicine
Department:*	Dean of VTC School of Medicine
Organization:*	011600-Dean of VTC School of Medicine
Team:	Dean of VTC School of Medicine
Position location:*	Roanoke Campus
Academic or Calendar year:*	Calendar Year
Appointment type:*	Regular
Hours per week:*	40
If part time, enter percent time:	%
Position summary:*	The position manages the admissions operations and applicant communications. Provides logistical support at events for prospective students and applicant. Works with Marketing and communications to design and create recruitment materials. Works as a part of the admission team in developing creative and effective strategies, programs and events to engage prospective students. Responsible for the development and management of the admission application processing software
Required qualifications:*	Bachelor's degree in a related field. Experience working in higher education admissions. Experience in project management. Demonstrable PC software proficiency (MSOffice), Adobe products, and digital webinar products (Webex, Bluejeans).
Preferred qualifications:	Experience in admissions application processing software. Experience and working knowledge of the multiple mini-interview system.
FLSA status:*	Exempt: Not eligible for overtime
Employee class:*	3A-Fac FT CY Reg AP

JOB DUTIES

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
50	Admissions Operations & Assessment Manages the admissions office operations and the application processing system. Manages VTC employee participation and logistics at MMI events and other admissions events. Conducts routine assessments of admissions processes, applicants, and committee members in an ongoing effort for process improvement.	Essential
30	Recruitment Support Manages video recruiting initiatives and develops tailored recruitment presentations. Work closely with marketing and communications to develop new recruitment materials	Essential
20	Training and supervision Trains employees and admissions committee on the admissions application processing systems. Provides supervision and evaluation for the Admissions Specialist.	Essential

POSITION DESCRIPTION INFORMATION

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Type of action requested:*	Update Position Description - Recruitment Needed
Job types:*	Staff
Title:*	Admissions Specialist
Position title:	Admissions Specialist Details
Senior management:*	VT Carilion School of Medicine
Department:*	Dean of VTC School of Medicine
Organization:*	011600-Dean of VTC School of Medicine
Team:	Dean of VTC School of Medicine
Position location:*	Roanoke Center
Academic or Calendar year:*	Calendar Year
Appointment type:*	Regular
Hours per week:*	40
If part time, enter percent time:	%
Position summary:*	<p>The Admissions Specialist serves as initial point of contact for VTCSOM Admissions Office as well as provides administrative and logistics support to the department, Admissions events, and committee meetings. This position also includes recruitment travel (up to 4-6 nights per year) to represent the medical school at a variety of regional events and campus visits.</p> <p>Job Duties to Include:</p> <p>Maintains quality customer service through timely and professional responses to all inquiries fielded through email, phone, and mail communication. Manages the catering orders, logistical planning, and administrative preparations for all Admissions events and interviews. Manages departmental travel reimbursement, purchasing, and basic budgeting Manages the inventory and ordering of supplies needed for departmental efforts and Admissions interviews. Provides tours of the VTC School of Medicine to prospective students and pre-health advisors. Compiles information and applicant records while maintain confidentiality. Prepares all materials for the Medical Student Admissions Committee meetings Processes updates and interfaces with applicants through the AMP application processing platform Schedules and attends external recruitment events including campus presentations, recruitment fairs, and targeted sessions at regional colleges and minority-serving institutions. Occasional overnight travel anticipated during fall and spring (up to 4-6 nights per year). Serves as an ambassador who continuously represents and markets the Virginia Tech Carilion School of Medicine. Coordinates on-campus recruitment events including seasonal open houses, Within Reach, Second Look, and other internal Admissions related events. Interfaces with premedical advisors and interest groups at universities to schedule recruitment sessions and provide additional information about the medical school. Facilitates new relationships with universities without pre-medical advising to create opportunities for students who are interested in medicine or who require counseling to successfully apply to medical school. Demonstrates commitment to advancing traditionally underrepresented groups in medicine Requires independent action within guidelines Interprets and applies policies and procedures Supports Admissions personnel administratively</p>
Required qualifications:*	<p>Recent experience or sincere desire to learn about college admissions processes and programs Requires strong project management and detail-oriented organizational skills Strong interpersonal skills and the ability to work well in a team and with the public Excellent communication skills, with appropriate use of grammar, spelling and/or punctuation Strong proficiency with Microsoft Office Suite including Word, Excel, PowerPoint, and Outlook Ability to prioritize multiple tasks and meet deadlines while working collaboratively with others Able to work independently within guidelines Willingness to travel to recruit externally</p>
Preferred qualifications:	<p>Bachelor's Degree Prior experience working in a graduate school, preferably a medical education Demonstrable awareness of the challenges facing under-represented groups in medical school Working knowledge of FERPA</p>
FLSA status:*	Non-Exempt: Eligible for overtime
Employee class:*	UA-Univ Staff FT CY Reg

JOB DUTIES

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
40	<ul style="list-style-type: none">Schedules and attends external recruitment events including campus presentations, recruitment fairs, and targeted sessions at regional colleges and minority-serving institutions. Occasional overnight travel anticipated during fall and spring (up to 4-6 nights per year).Serves as an ambassador who continuously represents and markets the Virginia Tech Carilion School of Medicine.Coordinates on-campus recruitment events including seasonal open houses, Within Reach, Second Look, and other internal Admissions related events.Interfaces with premedical advisors and interest groups at universities to schedule recruitment sessions and provide additional information about the medical school.Facilitates new relationships with universities without pre-medical advising to create opportunities for students who are interested in medicine or who require counseling to successfully apply to medical school.Demonstrates commitment to advancing traditionally underrepresented groups in medicineRequires independent action within guidelinesInterprets and applies policies and procedures	Essential
60	<p>Administrative Tasks:</p> <ul style="list-style-type: none">Maintains quality customer service through timely and professional responses to all inquiries fielded through email, phone, and mail communication.Manages the catering orders, logistical planning, and administrative preparations for all Admissions events and interviews.Manages departmental travel reimbursement, purchasing, and basic budgetingManages the inventory and ordering of supplies needed for departmental efforts and Admissions interviews.Provides tours of the VTC School of Medicine to prospective students and pre-health advisors.Compiles information and applicant records while maintain confidentiality.Prepares all materials for the Medical Student Admissions Committee meetingsProcesses updates and interfaces with applicants through the AMP application processing platformSupports Admissions personnel administratively	Essential

POSITION DESCRIPTION INFORMATION

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Type of action requested:*	Update Position Description - No Recruitment Needed
Job types:*	Administrative & Professional
Title:*	Assessment and Evaluation Manager
Position title:	Assessment and Evaluation Manager Details
Senior management:*	VT Carilion School of Medicine
Department:*	VTC School of Medicine - Instr Pgms
Organization:*	012000-VTC School of Medicine-Instr Pgms
Team:	VTC School of Medicine - Instr Pgms
Position location:*	School of Medicine - Roanoke
Workplace Arrangement:*	Onsite
Academic or Calendar year:*	Calendar Year
Appointment type:*	Regular
Hours per week:*	40 with occasional after hours
If part time, enter percent time:	%
Position summary:*	Develop, administer, and analyze assessment and evaluation instruments to measure the quality of educational programs and faculty teaching. Communicate methods and results by creating customized reports. Assist in database development and design.
Required qualifications:*	Master's degree from an accredited institution, preferably in applied statistics psychometrics, psychology, economics, organizational theory, education, or other related fields, or a Bachelor's degree with significant relevant experience in related fields. High level of organization skills and attention to detail. Excellent teamwork and communication skills, including independent writing skills. Ability to efficiently manage multiple projects and respond to changing priorities.
Preferred qualifications:	Knowledge and/or determination to learn qualitative and quantitative methodology, statistics, and/or data management. Experience with survey research or evaluation projects. Experience with quantitative software such as: STATA, R, SPSS, Excel, or qualitative software such as: NVIVO or ATLAS.ti.
FLSA status:*	Exempt: Not eligible for overtime
Employee class:*	3A-Fac FT CY Reg AP

JOB DUTIES

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
20	Provide technical and database support to domain/curriculum leaders.	Essential
20	Support and coordination of assessment activities. Coordinate the creation of a master assessment and evaluation calendar. Support the Director of Assessment and Program Evaluation with various tasks. Proctor exams as needed. Manage graduate assistant(s) responsibilities and progress towards meeting the analytical needs of domain leadership and staff.	Essential
60	Organization and implementation of evaluation activities within the school. Determine current status of evaluation systems. Collaboratively develop and administer survey instruments on various platforms including One45, Qualtrics, and Blackboard. Track evaluation completion progress and communicate with stakeholders... Analyze data and communicate results in oral and written reports. Collaborate with faculty and administration to help manage a high-quality institutional data analytics program.	Essential

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Type of action requested:*	Create a New Position Description - No Recruitment Needed
Job types:*	Administrative & Professional
Title:*	Assistant Dean for Assessment and Evaluation
Position title:	Assistant Dean
	Details
Senior management:*	VT Carilion School of Medicine
Department:*	VTC School of Medicine - Instr Pgms
Organization:*	012000-VTC School of Medicine-Instr Pgms
Team:	VTC School of Medicine - Instr Pgms
Position location:*	Roanoke Campus
Academic or Calendar year:*	Calendar Year
Appointment type:*	Regular
Hours per week:*	40
If part time, enter percent time:	%
Position summary:*	Reports to the Dean and is an active member of the Deans' Administrative Team participating in the Dean's meetings and developing, implementing and monitoring of the assessment and evaluation program of the medical school curriculum based on accepted standards and Liaison Committee on Medical Education standards. Leads the medical school in the development and implementation of institutional-level projects, as well as facilitates plans, strategies, and methods for outcomes assessment and evaluation in academic and administrative areas. Oversees the development and administration of program- and institutional-level surveys, analysis of collected data, and dissemination of results to appropriate audiences. Provides evaluation expertise to university stakeholders.
Required qualifications:*	<ul style="list-style-type: none">- Master's Degree- Demonstrated knowledge of principles and practices of assessment and evaluation;- Extensive experience in outcomes assessment and related activities within a higher education setting;- Experience using qualitative and quantitative research methodologies;- Demonstrated ability to manage multiple tasks in a collaborative and transparent manner;- Excellent communication skills;- Sensitivity to issues of diversity in a university community;- Awareness of challenges in fostering an institution-wide culture and commitment to assessment;- Ability to work well in a diverse, collegial, and consultative team environment.- Higher education teaching and/or research experience
Preferred qualifications:	Doctoral degree from a regionally accredited college or university in an appropriate discipline/field (e.g., educational research, educational psychology, higher education administration, statistics)
FLSA status:*	Non-Exempt: Eligible for overtime

JOB DUTIES

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
40	Provide consultation to the Dean and collaborate with VTCSOM Deans, domain and block leaders, clerkship directors, medical education faculty, domain coordinators, technology team to organize, launch and maintain all activities related to student assessment and program/faculty evaluations including assessment/evaluation development, scheduling, proctor training and reporting. Develop and modify strategic assessment and evaluation policies. Communicate with vendors to stay current on software updates and functionalities.	Essential
30	Provide psychometric expertise for development of formative and summative assessments, program evaluation instruments, faculty evaluation instruments. Communicate assessment and evaluation results to key stakeholders using various reporting methods. Conduct and oversee quantitative and qualitative data analyses to support data-driven decision making and action planning.	Essential
20	Participate in accreditation-or funding-related self-studies and reviews, including those associated with the Liaison Committee on Medical Education (LCME). Serve as an active member of various committees, advisory boards, and managing boards including the Medical Curriculum Committee and the Block Integration Committees.	Essential
10	Conduct independent research and provide support to faculty members and students in educational scholarship and research endeavors. Provide professional development on measurement and statistics. Develop and manage relationships across VTCSOM in order to advance assessment and evaluation efforts.	Essential

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Type of action requested:*	Update Position Description - No Recruitment Needed
Job types:*	Administrative & Professional
Title:*	Assistant Dean for Student Affairs and Director Academic Counseling & Enrichment Services
Position title:	Assistant Dean for Student Aff
	Details
Senior management:*	VT Carilion School of Medicine
Department:*	Dean of VTC School of Medicine
Organization:*	011600-Dean of VTC School of Medicine
Team:	Dean of VTC School of Medicine
Position location:*	Roanoke Campus
Workplace Arrangement:*	Onsite
Academic or Calendar year:*	Calendar Year
Appointment type:*	Regular
Hours per week:*	40 with occasional after hours
If part time, enter percent time:	%
Position summary:*	<p>The Assistant Dean and Director is responsible for maximizing academic success, personal and professional development, and the ability to graduate all medical students successfully. This individual assists with the recruitment of premedical students and acts as a resource for addressing issues of diversity.</p> <p>The counseling role is to provide academic counseling, and career development services via individual and group educational and psychoeducational programs.</p> <p>The Assistant Dean and Director provide management and supervision for the Peer Educator Program and wellness programming and services.</p>
Required qualifications:*	Master's degree in education administration, educational psychology, or appropriate human service field. Significant, ongoing experience in administrative management and higher education student counseling.
Preferred qualifications:	A Terminal degree with a doctoral degree in higher education or educational psychology preferred
FLSA status:*	Exempt: Not eligible for overtime
Employee class:*	3A-Fac FT CY Reg AP

JOB DUTIES

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
35	<p>Academic Support Services</p> <p>A student-centered individual who leads efforts to provide innovative and comprehensive student support. This person is committed to providing a proactive student development perspective as well as respond to dynamic student needs. This individual is able to establish priorities and develop new initiatives to support student success. Collaboratively establish and nurture relationships with multiple Roanoke and Blacksburg campus partners to advocate and support medical student needs and interests. Provide continuous support to students to assure academic, individual and professional success in medical education and overall physician level results upon student graduation. Responsible for organization, supervision, evaluation and fiscal management of the School of Medicine the Peer Educator Program and manage the professional liaison to VT Services for Students with Disability. This individual serves as the Office of Student Affairs liaison to the Medical School Performance and Promotion Committee (MSPPC). This person manages and oversees the Medical Student Performance Evaluation (MSPE) letter process. This person manages and oversees the USMLE Step 1 and Step 2 examination preparation advising and associated budgets.</p>	Essential
10	<p>Wellness Programs</p> <p>Provides senior leadership, supervision, evaluation and fiscal management of the School of Medicine wellness programs and facilities (e.g., student gym, wellness room). Maintains communication with the HS&T Campus Wellness Team and the School of Medicine Wellness Advocacy Committee. Supervises the development and distribution of the Wellness Weekly e-newsletter. Assist in the supervision of the Student Affairs Manager who offers administrative support to wellness programs.</p>	Essential
10	<p>Supervisory Responsibilities</p> <p>Provide professional oversight of the disability support services program for the School of Medicine including the supervision of the Student Affairs Coordinator who serves as the disability services liaison. Manage the Peer Educator Program including training, supervisory oversight of the paraprofessional peer educator staff (i.e., approximately 30 professional students), payroll management, and program evaluation.</p>	Essential
35	<p>Academic Counseling</p> <p>Educate medical learners on evidence-based motivation, learning, and cognition theories. Offer guidance on effective ways to put theory to practice for well-developed lifelong learning practices. Instructional content areas include testing-effect, spaced repetition, spaced learning, motivation in learning, self-efficacy, and imposter phenomenon. Provide educational and psychoeducational counseling via individual and group sessions. Provide crisis intervention and professional counseling referrals. Offer guidance and referrals to students experiencing cognitive processing concerns. Supervise professional, graduate, and intern students as needed.</p>	Essential
10	<p>Operations and Leadership</p> <p>Beyond the aforementioned position details, this person is responsible for multiple aspects of the student experience including admission recruitment support (e.g., MMI interviewer), first and second year orientation design and implementation, guidance regarding advanced degree exploration and/or career advising, residency match support, transition to residency program support. This individual also supports and/or serves on multiple school and campus committees (e.g., BIC-I, Council on Diversity and Inclusion, HS&T Wellness Team, VT Student Affairs Leadership Team, periodic interview committees, periodic task forces as assigned by the Dean). While maintaining a personal commitment to professional and leadership development, this individual communicates the vision of the school to the student body and the needs of the students to school.</p>	Essential

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Type of action requested:*	Update Position Description - No Recruitment Needed
Job types:*	Administrative & Professional
Title:*	Assistant Dean, Clinical Skills & Standardized Patients
Position title:	Assistant Dean, Clinical Skills & Standardized Patients Details
Senior management:*	VT Carilion School of Medicine
Department:*	VTC School of Medicine - Instr Pgms
Organization:*	012000-VTC School of Medicine-Instr Pgms
Team:	VTC School of Medicine - Instr Pgms
Position location:*	Roanoke Campus
Workplace Arrangement:*	Onsite
Academic or Calendar year:*	Calendar Year
Appointment type:*	Regular
Hours per week:*	40 with occasional after hours
If part time, enter percent time:	%
Position summary:*	Develops, directs, and executes strategic initiatives in support of the Dean for Academic Affairs. Develops and implements curriculum for clinical skills education using standardized patients. Provides leadership in assessment methodologies to evaluate student performance of clinical skills. Supervises all aspects of the Standardized Patient processes.
Required qualifications:*	Master of Education in assessment, healthcare, or related field. Demonstrable project management skills Demonstrable experience in medical education and/or training A high degree of financial acumen and knowledge of business management in an educational setting. Demonstrable experience in the supervision of departments and personnel. Ability to work independently and a high level of decision-making skills. Basic computer literacy with good knowledge of MS Office, BLine, and other learning environment platforms.
Preferred qualifications:	Ph.D. in higher education Significant progressive experience in standardized patient programs in a university setting.
FLSA status:*	Exempt: Not eligible for overtime
Employee class:*	3A-Fac FT CY Reg AP

JOB DUTIES

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
40	<p>Leadership</p> <p>Manages entire Clinical Skills & SP Program. Supervises SP Senior director, managers, and coordinators to deliver clinical skills training effectively.</p> <p>Provides leadership in the development, management, and delivery of clinical skills through the use of standardized patients.</p> <p>Reports monthly outcomes of the SP Department.</p> <p>Oversee budget and collaborate with the Asst. Dean of Finance for budget management.</p>	Essential
30	<p>Curriculum Management and Assessment</p> <p>Oversee Development and management of curriculum for clinical skills education in the SP Department.</p> <p>Collaborates with VTC Faculty and Deans to develop and implement scoring algorithms used in teaching and assessment and methodologies to effectively.</p> <p>Designs and measures learning experiences for students needing remediation, reentering the curriculum, or transferring in to assess the level of clinical skills and correct deficiencies.</p>	Essential
10	<p>VTCSOM Title IX Liaison</p> <p>Work with the Assistant Director for Education, Outreach and Conflict Resolution in the Office for Equity and Accessibility at Virginia Tech to identify training needs related to University Policy 1025, Title IX, the Violence Against Women's Act (VAWA) and Engaging with Minors for medical school employees; develop appropriate training for Carilion employees who may interact with VT employees and students</p> <p>Serve as member of the sexual violence prevention coordinating committee, a leadership committee, to develop a comprehensive prevention education strategic plan for the campus community. Serve as a member of the sexual violence prevention council and attend meetings to share prevention efforts occurring at the medical school</p> <p>Provide prevention education training related to University Policy 1025, Title IX, VAWA and Engaging with Minors to medical students.</p> <p>Work with investigators to assist in identifying and implementing interim measures for medical students</p> <p>Serve as a liaison between investigators and faculty to identify appropriate academic interim measures for medical students involved in Title IX matters</p>	Essential
20	<p>Act as a liaison and content expert on standardized patients and clinical skills on behalf of VTCSOM in interactions with Virginia Tech, Carilion Clinic, Radford University Carilion, and other contracted entities.</p> <p>Participate in the senior leadership team and in LCME planning, strategic planning, search committees, and other duties as assigned by the Dean's office.</p>	Essential

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Type of action requested:*	Update Position Description - No Recruitment Needed
Job types:*	Administrative & Professional
Title:*	Assistant Dean, Student Vitality & Director, Student Affairs
Position title:	Assistant Dean, Student Vitality & Director, Student Affairs Details
Senior management:*	VT Carilion School of Medicine
Department:*	Dean of VTC School of Medicine
Organization:*	011600-Dean of VTC School of Medicine
Team:	Dean of VTC School of Medicine
Position location:*	School of Medicine - Roanoke
Workplace Arrangement:*	Onsite
Academic or Calendar year:*	Calendar Year
Appointment type:*	Regular
Hours per week:*	40
If part time, enter percent time:	%
Position summary:*	Responsible for managerial aspects of student affairs curriculum and programs. Maintains a core role in directing activities related to student organizations and special interests groups, career advising, residency planning, ceremony planning, budget planning, and providing support to the Office of Student Affairs. Serves as the Diversity Education Thread Leader while maintaining a core role in HBCU/HHC collaborations, DEI retention and recruitment, and providing support to the Office of Diversity, Equity and Inclusion.
Required qualifications:*	Terminal degree in a related field. Experience in program management and software supporting program management. Demonstrated progression through increased levels of responsibility. Excellent communication skills. Customer service and student-facing experience. Experience building academic and/or pathway programs. Proficient in software programs such as Canvas, One45, ExamSoft, Banner, and all Microsoft Office programs.
Preferred qualifications:	Ability to work well on a team as well as work well independently. Ability to proactively identify needs and solutions. Ability to think creatively and demonstrate self-motivation. Experience with project management.
FLSA status:*	Exempt: Not eligible for overtime
Employee class:*	3A-Fac FT CY Reg AP

JOB DUTIES

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
75	Assist Associate Dean for Student Affairs in the management and supervision of students with the Office of Student Affairs area of responsibility. Responsible to oversee the Electronic Residency Application Service (ERAS) and National Resident Matching Program (NRMP) systems for residency applications. Oversee and implement the careers advising curriculum for medical students. Demonstrates project management skills and ability to balance multiple projects in verifying degrees of implementation. Plan, direct and execute New Student Orientation, White Coat Ceremony, Student Clinician Ceremony and Match Day. Oversee student affairs programs and services, including but not limited to the Mentoring Communities, the American Association of Medical Colleges (AAMC) Careers in Medicine (CiM) program, and student clubs, specialty interest groups and organizations. Supervise and assist student clubs, organizations and student interest groups with general support including, but not limited to advising, budget planning, programming and leadership development. Provide sound financial management for specific student affairs budget line items, including authorization of expenditures, and evaluation and presentation of budgetary needs. Prepare financial updates on costs associated with students and services with Student Affairs for annual costs of attendance. Manage and maintain appropriate records to assess accomplishments, student learning outcomes, and departmental needs. Conduct annual student handbook revisions and other updates as required. Develop additional student policies as necessary. Serve as a liaison for student service referrals.	Essential
25	Diversity, Equity, Inclusion and Belonging. Serve as the UME Diversity Education Thread Leader. Expand the supportive environment for diverse students and enhance their inclusive experience, serving as a student advocate and resource. Assist under-represented and first-generation students with their transition to college and remain accessible to them in order to provide assistance with academic, personal and social matters. Monitor retention of under-represented and first-generation students. Assist with the planning and coordination of cultural and heritage month events and celebrations. Attend recruitment events to assist in the recruitment and matriculation of highly sought-after diverse applicants. Work in conjunction with stakeholders to annually assess the college climate and culture, ultimately sharing findings transparently, creating and implementing needed programs for the recruitment and retention of underrepresented individuals, disadvantaged, students, faculty, and staff members. Participate in collaborative developments related to pathway programming such as the Health Professions Enrichment Program (HPEP) and Medical Exposure for Diverse Students Experience (MEDS-E). Oversee the Health Equity Scholars Program (HESP) and ProjectMED program. Provide sound financial management for specific ODEI budget line items, including authorization of expenditures, and evaluation and presentation of budgetary needs. Supervise departmental intern from Virginia Tech. Serve on the VTCSOM Council on Diversity and Inclusion.	Essential

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Type of action requested:*	Update Position Description - No Recruitment Needed
Job types:*	Administrative & Professional
Title:*	Assistant Director of Admissions
Position title:	Assistant Director of Admissio Details
Senior management:*	VT Carilion School of Medicine
Department:*	Dean of VTC School of Medicine
Organization:*	011613-VTC SOM Admissions
Team:	Dean of VTC School of Medicine
Position location:*	Roanoke Campus
Workplace Arrangement:*	Hybrid
Academic or Calendar year:*	Calendar Year
Appointment type:*	Regular
Hours per week:*	40
If part time, enter percent time:	%
Position summary:*	<p>The Assistant Director of Admissions is a member of a dynamic team of dedicated professionals committed to recruiting and enrolling a diverse and inclusive class at the Virginia Tech Carilion School of Medicine. This position provides support to departmental planning, recruitment, and application processing. This position involves the holistic screening of applications, internal and external recruiting, application advising, and a commitment to diversity and inclusion.</p> <p>The Assistant Director directs office operations and communications and supports the technology platforms for the Office of Admissions. The Assistant Director reports to the Director of Admissions and Associate Dean for Admissions and provides support in the management of Admissions employees and the Medical Student Admissions Committee.</p> <p>The Assistant Director provides a portion of oversight to the Admissions Specialist and the Admissions Application Assessor.</p>
Required qualifications:*	<p>Experience in higher education. Bachelor's degree from an accredited college or university. Excellent interpersonal, verbal, and written communication skills, including group presentation skills. Proven PC software skills in word processing, spreadsheets, database creation and management, and presentation software. Experience with oversight of virtual interviews. Ability to maintain a high level of accuracy and confidentiality concerning student records. Demonstrated experience with technical support, website design, management, and troubleshooting support. Ability to work independently and must be self-motivated in completing tasks. Ability to plan workload yet remain flexible; strong organizational skills and ability to meet deadlines. Must have a very high level of customer service with the ability to communicate professionally and energetically with a diverse customer base. Ability to work select evenings/weekends, as the recruitment schedule demands. Strong commitment to advancing traditionally underrepresented groups in medicine.</p>
Preferred qualifications:	<p>Proven skills with all portions of the digital application platform, including customization of features, management of communication with applicants, application processing, managing MSAC administrative tasks, sending invitations, managing balloting, and spearheading digital pre-matriculation. Experience with multiple digital webinars and video streaming software systems. Proficiency in Adobe Photoshop, In Design, Illustrator and/or Final Cut Pro. Experience with the American Medical Colleges Application Service (AMCAS). Knowledge of the Admissions cycle, processes, and procedures. Experience in the organization and administration of the Multiple Mini Interview (MMI) process. Proficiency with assessments, including design and analysis. Proven track record identifying and implementing improvements to streamline and/or automate complex processes.</p>
FLSA status:*	Exempt: Not eligible for overtime
Employee class:*	3A-Fac FT CY Reg AP

JOB DUTIES

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
35	Manages admission employee communications to applications throughout the application process. Oversees development of materials for written and electronic publication regarding the admissions process. Engages prospective students, as well as significant others and/or parents, throughout the admissions process, including interviews and open house style events. Advises and counsels applicants who are not accepted regarding their subsequent application and career goals. Plans and manages the second look event, including targeted communication to applicants meeting the school's mission. Manages the majority of digital communications with candidates and applicants. Works with the Associate Dean for Admissions to develop innovative approaches to retention of accepted students. Provides support for the planning and implementation of digital recruitment efforts including efforts to increase the diversity of the matriculating class. Conducts in-person recruitment trips across the United States to build strong relationships with pre-health advisors and recruit prospective applicants with a special focus on increasing the diversity of the applicant pool.	Essential
35	Manages the online application processing system (AMP), including interface with applicants, admissions staff, and AMP staff. Provides AMP training to Medical School Admissions Committee (MSAC) members. Create and maintain training modules.	Essential
15	Management of the Secondary Application Process: Management of the secondary application process to include development of content and secondary essays. Assists with AAMC holistic screening of applications.	Essential
15	Diversity Focus: Serves in an advisory role as needed for the Early Identification Program (EIP). Works to implement diversity and inclusion strategies and goals to recruit, retain, and enroll underrepresented minorities in medicine. Design initiatives to increase the recruitment and retention of underrepresented groups (students of color, socioeconomically disadvantaged backgrounds, women in STEM, and first-generation). And other duties as assigned.	Essential

POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD
Click OK in the pop-up window that appears to reset the approval process

Type of action requested:*	Create a New Position Description - Recruitment Needed
Job types:*	Staff
Title:*	Assistant Director, Academic Counseling and Enrichment Services
Position title:	Assistant Director, Academic Counseling and Enrichment Services Details
Senior management:*	VT Carilion School of Medicine
Department:*	Dean of VTC School of Medicine
Organization:*	011614-VTCSOM Student Affairs
Team:	Dean of VTC School of Medicine
Position location:*	School of Medicine - Roanoke
Workplace Arrangement:*	Onsite
Academic or Calendar year:*	Calendar Year
Appointment type:*	Regular
Hours per week:*	40 with occasional after hours
If part time, enter percent time:	%
Position summary:*	Reporting directly to the Assistant Dean for Student Affairs and ultimately the Senior Dean for Student Affairs, the individual in this position has five areas of responsibility 1) Peer Educator Program management, 2) Medical Student Performance Evaluation (MSPE) process management, 3) administrative support for the Medical School Performance and Promotion Committee (MSPPC) and VTCSOM Honor Board, 4) management of student handbook revision process, and 5) administrative support the overall daily business of the Office of Student Affairs.
Required qualifications:*	Degree in Education, a related field, or equivalent experience with post-secondary program administration. Significant experience in event coordination and managing high-level projects. Demonstrated leadership skills (e.g. accomplished communication skills, affable and effective interpersonal skills). Strong problem-solving capabilities, solid time management skills, and a commitment to accuracy and attention to detail. Proficiency with Microsoft Office or similar software packages A demonstrated ability to communicate and interact in a positive manner with a diverse customer base that includes students, faculty, and administration of various backgrounds; along with the ability to develop rapport with students and professional colleagues.
Preferred qualifications:	Master's degree in education or related field Experience in higher education or medical education setting. Experience with financial and education software programs such as Banner, One45, Adobe Campaign, Chrome River, and Hokie Mart.
FLSA status:*	Non-Exempt: Eligible for overtime
Employee class:*	UA-Univ Staff FT CY Reg

JOB DUTIES

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
20	Manage the Peer Educator Program. Work with the Assistant Dean of Student Affairs on the hiring, training, and scheduling of peer educators. Ensure Peer Educators are informed of the payroll process, collect student timesheets by payroll deadlines, ensure the accuracy of student timesheets, and enter student time into the Timeclock system. Maintain accurate records of individual hours worked by peer educators and the students they support. Assist with maintaining an accurate peer educator program budget through the academic year by tracking hours worked throughout the academic year. Assist in the management of the peer educator program planning (e.g., maintaining an accurate Google calendar, management of the peer educator files/materials, peer educator training sessions, and scheduling walk-in hours).	Essential
20	Manage the Medical Student Performance Evaluation (MSPE) process. Create, edit, and ensure timely completion of concise and accurate MSPE letters for individual students. Routinely monitor One45 at the conclusion of student clerkships in the interest of retrieving necessary preceptor comments. In the absence of timely preceptor comments follow-up with clinical departments to ensure comments are received in a timely manner. Throughout the process work closely with the Senior Dean for Student Affairs and Assistant Dean for Student Affairs	Essential
20	Provide administrative support for the Medical School Performance and Promotion Committee (MSPPC) and VTCSOM Honor Board. Promptly schedule meetings at the request of the Senior Dean for Student Affairs, Assistant Dean for Student Affairs and/or Chair of the MSPPC. Ensure the accuracy of the MSPPC Canvas course, provide Honor Board/MSPPC members with all necessary preparatory materials for meetings, and maintain detailed and accurate minutes during Honor Board/MSPPC meetings. Prepare follow-up letters for students as needed at the conclusion of Honor Board/MSPPC student hearings. Work with senior leadership to ensure seamless communication with various key stakeholders after meetings to ensure seamless follow-through of decisions (e.g., post-MSPPC progression meetings communicate with VTCSOM Office for Enrollment Management to ensure student progression letters are completed).	Essential
20	Manage the annual student handbook revision process. Establish an annual calendar for the revision process, disseminate various sections of the handbook to stakeholders, set timely deadlines for stakeholders to complete section review/revisions, follow up with stakeholders who are delinquent, ensure all components of the student handbook are appropriately edited and complete for the upcoming academic year each spring.	Essential
20	Support the daily business of the Office of Student Affairs. To that end, complete projects in a timely manner, triage student questions, monitor student affairs sections of the website to help team ensure prompt updating, serve as a student advocate to the VT Office of Services for Students with Disabilities when accommodations are not provided in a timely manner, serve as an exam (formative and summative) proctor, provide competency-based portfolio support, serve on committees as assigned by the Dean, Senior and/or Assistant Dean(s) for Student Affairs.	Essential

POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD
Click OK in the pop-up window that appears to reset the approval process

Type of action requested:*	Create a New Position Description - Recruitment Needed
Job types:*	Administrative & Professional
Title:*	Associate / Senior Associate Dean for Student Affairs
Position title:	Associate / Senior Associate Dean for Student Affairs
	Details
Senior management:*	VT Carilion School of Medicine
Department:*	Dean of VTC School of Medicine
Organization:*	011614-VTCSOM Student Affairs
Team:	Dean of VTC School of Medicine
Position location:*	Roanoke Campus
Workplace Arrangement:*	Onsite
Academic or Calendar year:*	Calendar Year
Appointment type:*	Regular
Hours per week:*	40
If part time, enter percent time:	%

Position summary:*

The Virginia Tech Carilion School of Medicine (VTC SOM) has initiated a nationwide search for an innovative and visionary leader to serve as its Associate/Senior Associate Dean for Student Affairs. In collaboration with the leadership team, the Associate/Senior Associate for Student Affairs provides overall leadership and direct management of programs and staff that support students and enhance their educational experience. He/She/They ensures that the identified goals and objectives of the Office of Student Affairs are accomplished in accordance with established priorities, standards of quality, and all requirements and expectations of the various accrediting bodies.

From its inception in 2010, VTC SOM has been student-centric, providing the tools for graduates to be physician thought-leaders. With the patient as the focus, the unique curriculum stresses the importance of research, evidence-based medicine, health systems science, and interprofessional teamwork. VTC SOM prides itself on its innovative research curriculum, required four-year research project, and emphasis on being a system citizen and lifelong master adaptive learner.

In partnership with our primary teaching hospital, Carilion Roanoke Memorial Hospital, we provide a high standard of patient care in Southwest Virginia. Physicians, residents, allied health professionals, and students help drive the frontiers of knowledge and innovation with breakthroughs in education, research, and clinical practice.

The mission of VTC SOM is to prepare physician thought-leaders through innovations in medical education and cutting-edge discovery to improve the health of our communities and transform health care. Our core values are Collaboration and Excellence, Innovation and Discovery, Diversity, Equity and Inclusion, and Humanism and Compassion.

Integral to the success of VTC SOM and its students is the Office of Student Affairs (OSA), which provides support, service, and experiences that assist medical students through their educational journey. The goal of the OSA is to enhance student life by providing a supportive environment and resources that can assist students in balancing their career goals while maintaining holistic well-being. OSA takes pride in providing students with opportunities to grow professionally via:

- Overseeing the career advising process that introduces students to the various medical careers and connects them with specialty-specific career advisors.
 - Overseeing the processes needed to support students with accessibility needs. This includes the oversight of coordination between Virginia Tech Services for Students with Disabilities and the Office of Medical Education.
 - Overseeing academic advising to include USMLE examination preparation.
 - Providing advisory support to the Learning Environment Advocacy Committee, which oversees, manages, and executes the processes used to identify and address allegations of mistreatment of students.
 - Serving as the co-advisor for the Medical Student Performance and Promotions Committee, which oversees student leaves of absence and promotion, student academic performance, and student violations of professionalism standards.
 - Serving as the advisor for the VTC SOM Honor Board.
 - Providing oversight, management, and execution of the processes needed for programmatic evaluation of OSA programs.
 - In conjunction with the Chief Well-being Officer and the Wellness Advocacy Committee, helping to create a comprehensive resilience and wellness program that offers wellness resources and activities.
 - Supporting students' varied interests in student government, community service, and leadership.
 - Assisted in the planning and coordinating of the major student events, including the White Coat Ceremony, Student Clinician Ceremony, Match Day, and Commencement.
- OSA has a mission to enhance student life and learning and pledges to:
- Operate with personal integrity and responsibility;
 - Respect the needs of others and approach each person with open-mindedness;
 - Embrace creativity when collaborating with others to accomplish goals and plan activities;
 - Promote the health and personal development of students.

VTC SOM is actively seeking an accomplished leader for the role of Associate/Senior Associate Dean for Student Affairs. Reporting to the Dean, he/she/they will be a strategic thinker who is dedicated to student success and is equipped with strong management skills. The Associate/Senior Associate Dean will play a pivotal leadership role and will serve as a role model, exemplifying the core values of VTC SOM and bringing them to life for students. This role requires a proven track record in leadership within medical education and an in-depth understanding of the unique challenges faced by medical students. An excellent team builder and mentor, the Associate/Senior Associate Dean will foster collaborative partnerships and be prepared to support the diverse needs of the student body. The role will require the emotional intelligence to navigate complex systems deftly while balancing the needs of many internal and external stakeholders. Above all, the Associate/Senior Associate Dean will serve as an unwavering advocate for student resiliency and success.

Immediate goals for this role include:

1. Establish credibility and rapport with a broad group of stakeholders. Build trusting relationships and a reputation as “a key leader” within the organization.
2. With an eye toward growth, enhance the strategic vision and implementation plan for the Office of Student Affairs' related programs and infrastructure in order to sustain a strong, student-centered learning environment engaging students and reinforcing VTC SOM's mission and core values.
3. Shared employment with our Carilion Clinic Partner in clinical and/or research roles.

Required qualifications:*

- MD (or equivalent) or PhD
- If MD (or equivalent), a Virginia medical license, or eligibility for a Virginia medical license
- Academic credentials appropriate for the rank of Associate Professor or Professor
- Five to seven years of experience in graduate or undergraduate medical education administration.
- Experience in teaching and administration of medical education programs
- A demonstrated commitment to diversity, equity, and inclusion; an understanding of its importance to the mission and richness of the medical school and its ongoing success
- Excellent communication, time management, organizational, and follow-through skills
- Ability to effectively manage multiple competing priorities within a rapidly evolving work environment
- A person of absolute integrity who engenders trust
- A person of high energy, optimism, and perseverance to bring initiatives to fruition.
- Sufficient computer skills to successfully navigate all position responsibilities
- Recognizing the importance of confidentiality and implementing practices that ensure confidentiality

Preferred qualifications:	<ul style="list-style-type: none">• Formal training in higher education, medical education, educational research, and/or educational science Demonstrated experience in: <ul style="list-style-type: none">• Working directly with senior medical school leadership/administration• Advising medical students in all domains (academic, clinical, professional identity formation, and career advising)• Playing a major role in supporting a medical school through the LCME accreditation processes• Building and supervising effective teams in identifying and solving problems related to medical education• Leading and/or actively participating in professional organizations dedicated to student success
FLSA status:*	Exempt: Not eligible for overtime
Employee class:*	3A-Fac FT CY Reg AP

JOB DUTIES

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
40	Employment in a clinical and/or research capacity.	Essential
30	Supervise the assistant dean for student affairs and assistant dean for student vitality, in addition to the OSA staff. Monitor and maintain all aspects of student affairs in compliance with relevant LCME standards/elements. Work collaboratively with the Dean and the other deans to improve the student experience, learning environment, and the student's ability to be resilient through the rigors of medical school and beyond. Lead the efforts to create an inclusive, supportive learning environment that builds community among the student body and faculty. In conjunction with the Chief Well-being Officer, develop, implement, and evaluate the student wellness programs and coordinate support with student mental health programs. Work collaboratively with the Carilion Clinic chairs and the specialty advisors to develop, implement, and evaluate a high-quality general and specialty career advising program for VTCSOM students.	Essential
30	Serve as the primary contact for students needing personal, financial, or academic advising and support, triaging students to appropriate services as needed. Serve as the primary student advocate in the promotion and disciplinary processes. Provide support for medical student government, student interest groups, and student extra-curricular activities.	Essential

POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD
Click OK in the pop-up window that appears to reset the approval process

Type of action requested:*	Create a New Position Description - No Recruitment Needed
Job types:*	Administrative & Professional
Title:*	Associate Dean for Community and Culture
Position title:	Lecturer Admin CY
	Details
Senior management:*	VT Carilion School of Medicine
Department:*	VTC School of Medicine - Instr Pgms
Organization:*	012000-VTC School of Medicine-Instr Pgms
Team:	VTC School of Medicine - Instr Pgms
Position location:*	Blacksburg - Main Campus
Academic or Calendar year:*	Calendar Year
Appointment type:*	Regular
Hours per week:*	
If part time, enter percent time:	%
Position summary:*	As part of the VTCSOM Leadership team, the Associate Dean for Community and Culture serves as part of the leadership team at the school. The Associate Dean for Community and Culture is responsible for management of all activities that encourage outreach into the community. The Associate Dean also serves as the Medical Director of the Interprofessional Domain. The Associate Dean for Community and Culture oversees the International electives.
Required qualifications:*	MD/PhD or equivalent doctoral degree in a health sciences discipline. Significant, progressive experience in community and enrichment programming within a university setting. Licensure as required by education status. Excellent communication skills. Ability to efficiently and effectively manage multiple, competing priorities within a rapidly evolving environment. Excellent time management, organization and followthrough skills. Sufficient computer skills to successfully navigate all position requirements.
Preferred qualifications:	Significant, progressive experience in curriculum development and management within a medical school.

JOB DUTIES

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
60	Associate Dean for Community and Culture Responsible for developing and implementing community and outreach programming that strategically strengthens VTCSOM's relationship with local populations, community leaders and civic leaders. Oversees the development of K12, community college and undergraduate programming to encourage careers in medicine. Supports VTCSOM student clubs to work with local organizations including volunteer service and networking. Directs annual art shows, mini med school, guest lectures and Within Reach program. Supervises the Community and Culture coordinator. Medical Director for the international rotations responsible for site curriculums.	Essential
40	Medical Director for Interprofessional VTC School of Medicine Domain Works closely with the Director of Interprofessional Domain, Jefferson College of Health Sciences, Radford University and others partners to ensure the curriculum meets the medical education needs of all participating students. Assists with the supervision of instruction of the medical students participating in the Interprofessional curriculum.	Essential

POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD
Click OK in the pop-up window that appears to reset the approval process

Type of action requested:*	Update Position Description - Reclassification Needed
Job types:*	Administrative & Professional
Title:*	Associate Dean, Research
Position title:	Associate Dean, Research Details
Senior management:*	VT Carilion School of Medicine
Department:*	VTC School of Medicine - Instr Pgms
Organization:*	012006-VTCSOM Student Research Ed.
Team:	VTC School of Medicine - Instr Pgms
Position location:*	Roanoke Campus
Workplace Arrangement:*	Onsite
Academic or Calendar year:*	Calendar Year
Appointment type:*	Regular
Hours per week:*	40 with occasional after hours
If part time, enter percent time:	%
Position summary:*	The Associate Dean for Research serves as part of the leadership team at the VTC School of Medicine. This position is responsible for leadership and oversight of the research domain of the medical student curriculum; assists with the growth of ongoing research activities specific to VTC School of Medicine; liaisons with the clinical research educators group (designated personnel within clinical academic departments); represents VTCSOM on key university commissions/committees pertaining to research; and serves in an oversight role for phase one of the medical student curriculum
Required qualifications:*	MD or PhD (or equivalent doctoral degree) in a health sciences discipline; significant and progressive experience in leadership and management of research programs and processes; excellent communication skills; ability to manage a team of professional staff; ability to manage multiple, competing priorities within a rapidly evolving academic environment; excellent time management, organizational and follow through skills.
Preferred qualifications:	Significant, progressive experience in curriculum development and research management within a medical school environment.
FLSA status:*	Exempt: Not eligible for overtime
Employee class:*	3A-Fac FT CY Reg AP

JOB DUTIES

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
60	Administrative oversight of the research domain. To include oversight of the research domain, VTCSOM medical student curriculum; leadership of the director of clinical research education, and other members of the research domain team	Essential
20	Teaching Including primary teaching elements as defined by the Chair of Basic Science Education. Additionally, will serve in an oversight role for phase one of the medical student curriculum collaborating with the Senior Dean, Medical Education.	Essential
20	Scholarship and Service Responsible for the creation of new knowledge through consistent and ongoing scholarly activity including peer-reviewed dissemination of outcomes in professional settings. Expected service to the school, university, and community, including service on one or more college and/or university-level committees. Additional service opportunities may include task forces, search committees, and participation in school-sponsored events (white coat ceremony, graduation, admission events, staff/faculty meetings, etc.)	Essential

POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD
Click OK in the pop-up window that appears to reset the approval process

Type of action requested:*	Create a New Position Description - No Recruitment Needed
Job types:*	Administrative & Professional
Title:*	Dean, VTCSOM
Position title:	Dean, VTCSOM Details
Senior management:*	VT Carilion School of Medicine
Department:*	Dean of VTC School of Medicine
Organization:*	011600-Dean of VTC School of Medicine
Team:	Dean of VTC School of Medicine
Position location:*	Blacksburg - Main Campus
Academic or Calendar year:*	Calendar Year
Appointment type:*	Regular
Hours per week:*	
If part time, enter percent time:	%
Position summary:*	<p>The Dean of the Virginia Tech Carilion School of Medicine will have a unique opportunity to lead an outstanding school of medicine and to integrate with Virginia Tech's engagement in research, education, and service within a modern, comprehensive university. The Dean will play a critical role in increasing opportunities for interdisciplinary collaboration within the school, across the university, and with Carilion Clinic, developing a compelling future vision and strategic direction for medical education and research, building and strengthening the faculty, sustaining quality enrollment in the medical school, and growing enrollment in affiliated programs (i.e., master of public health). The dean will join Virginia Tech at an exciting time of growth. The university's 16th president, Timothy D. Sands, who began his tenure in 2014, has championed a visioning process to ensure Virginia Tech's position as a global landgrant university leader. Current university successes include a growth in research that places it among the top40 research universities in the nation, the successful completion of a \$1.1 billion capital campaign, and the implementation of strategic initiatives that further develop health sciences, the arts, and other transdisciplinary collaborations at Virginia Tech. As the leader of the School of Medicine, the dean sets the academic tenor, promotes a culture of outstanding teaching, practice, and scholarship, and represents its faculty, students, and staff to the university and beyond. The dean is responsible for setting the school's strategic priorities. The dean will have a major impact during a critical time as the university develops its positioning of its Roanoke Health Sciences and Technology Campus. Along with the other eight academic deans, the dean of the Virginia Tech Carilion School of Medicine reports to the Executive Vice President and Provost, and will have the necessary access to the President. The dean will be a member of the President's Council, the Provost's Academic Affairs Council, and the Council of College Deans, and will be an integral member of the university's leadership team. The dean will have an important relationship with the university's partner, Carilion Clinic, which will build on the foundation established since the medical school began. The school's department heads, associate deans, senior deans, and vice dean report to the dean. The dean has financial, curricular, and administrative responsibility for the school, guides and oversees its annual instructional operating budget, advocates to the central administration for investment in new initiatives, and leads its fundraising efforts. The dean's charge also includes providing effective leadership for the school's faculty and administrative staff. The deans of the colleges are responsible for the academic activities of their respective colleges. These responsibilities include the allocation and administration of resources, appointment and evaluation of faculty and support staff, and curriculum development. The department heads or chairs in each college report directly to their respective deans for all matters related to the programs of the colleges. The college deans are appointed by the executive vice president and provost, and may be reappointed indefinitely. Periodic evaluations of their effectiveness in this capacity occur every five years. Reporting to the Executive Vice President and Provost, this position leads all internal operational aspects of the medical school, providing medical education, research, outreach, academic and student affairs. The Dean of the Virginia Tech Carilion School of Medicine will provide leadership and vision to build on the momentum of the college as it continues to advance. The Dean has overall responsibilities for allocating resources effectively to support the educational experiences for constituents and facilitate the teaching, professional development and research activities of faculty and staff associated with the four value domains basic science, clinical science, research and interprofessionalism. Responsibilities and capabilities include: Demonstrates a high level of personal and professional integrity and commitment to the university and its values by modeling ethical, respectful and collegial conduct. Strong personal and professional commitment to building and maintaining a diverse and inclusive workforce and a demonstrated ability to work effectively with individuals with diverse backgrounds and groups representing numerous perspectives and interests. A distinguished intellectual leader who brings a passion for students, research, and service. Effectively communicates with a wide internal audience of students, faculty, staff, and administrators</p>
Required qualifications:*	A medical doctorate and the qualifications for an appointment as a tenured professor in a School of Medicine department Demonstrated experience in leading, directing and managing physician practice, clinical care, medical education, research and service in an institutional setting, including budgetary authority Demonstrated skill in negotiation, accreditation, and experience in strategic planning and implementation
Preferred qualifications:	A team player who will work collaboratively with other deans, academic leaders, and central administration to set a strategic vision of the school in the broader context of the university and help the university and colleges achieve shared goals. Ability to effectively lead the College in the advancement of education, scholarly activity and patient care Ability to establish and maintain collaborative partnerships with and beyond Carilion Clinic

JOB DUTIES

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
25	Administration in Medical Education nÇiServes as chief officer for the medical education program nÇiEnsures compliance with University policies and procedures nÇiEnsures compliance with the Liaison Committee on Medical Education (LCME)	Essential
50	Leadership nÇiProvides leadership for the VTCSOM strategic planning process, working with stakeholders to establish specific and measurable goals and performance metrics and complete effective review processes to evaluate effectiveness nÇiAdvises key personnel, both administrative and academic within the various departments of the VTCSOM on operations and programs of an administrative nature nÇiAbility to motivate and lead staff through a period of operational change by communicating expectations in an inspiring manner	Essential
25	Research and Scholarly Educational Activity nÇiOverseeing the VTCSOM educational research agenda including fostering of interdisciplinary programs, basic research, clinical research, and translational research for medical students nÇiPromotes excellence and integrity in research and scholarly activity, and fosters a climate that encourages and motivates faculty and staff to creatively identify and pursue excellence. nÇiAttracts partnerships and proactively investigates new funding sources to foster and facilitate excellence	Essential

POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD
Click OK in the pop-up window that appears to reset the approval process

Type of action requested:*	Create a New Position Description - Recruitment Needed
Job types:*	Staff
Title:*	Digital Communications Strategist
Position title:	Digital Communications Strateg Details
Senior management:*	VT Carilion School of Medicine
Department:*	Dean of VTC School of Medicine
Organization:*	011610-VTCSOM Advancement
Team:	Dean of VTC School of Medicine
Position location:*	School of Medicine - Roanoke
Workplace Arrangement:*	Onsite
Academic or Calendar year:*	Calendar Year
Appointment type:*	Regular
Hours per week:*	40
If part time, enter percent time:	%
Position summary:*	<p>The Virginia Tech Carilion School of Medicine (VTCSOM) based in Roanoke, VA, is seeking a Digital Communications Strategist to manage major aspects of the school’s communications activities via the website, social media, campus digital signage, digital newsletters and email marketing. This position develops social media content, web copy, and other written materials and works collaboratively to increase VTCSOM’s visibility and reputation locally and nationally.</p> <p>Qualified candidates will offer experience in website content strategy and development, social media strategy and campaign execution (paid and organic), email marketing and management of database systems, and graphic design. The ideal candidate will be a talented, detail-oriented communicator who blends email, web, and social media expertise to increase brand recognition and amplify engagement with current and new target audiences such as students (perspective and current), alumni, donors, community members and national medical school leaders.</p> <p>Please be advised that this position has potential for hybrid flexibility but is NOT a remote position and regular office hours are required onsite in Roanoke, VA.</p>
Required qualifications:*	<p>Bachelor’s degree or related experience in fields such as communications, marketing, business, etc.</p> <p>Experience with digital content strategy and management, including content management systems and other web platforms, as well as professional/organizational social media management.</p> <p>Demonstrated experience using a website content management system (CMS) such as Ensemble.</p> <p>Demonstrated success in prioritizing tasks, meeting deadlines, and navigating multiple projects simultaneously.</p> <p>Demonstrated graphic design experience. Content creation abilities.</p> <p>Experience with responsive web design, web-accessible technologies, site optimization, search engine optimization, and analytics with a focus on user experience.</p> <p>Experience with Adobe Creative Suite, Google ads, and related marketing tools. Experience working with Microsoft Office tools.</p> <p>Ability to work both independently and collaboratively with a range of constituents.</p> <p>Excellent oral communication, interpersonal, team, and organizational skills.</p>
Preferred qualifications:	<p>A Master’s degree or advanced degree/certification in a related field.</p> <p>Experience with visual communications (photography, videography)</p> <p>Experience in a higher education or medical setting</p> <p>Familiarity with the Virginia Tech brand</p>
FLSA status:*	Exempt: Not eligible for overtime
Employee class:*	UA-Univ Staff FT CY Reg

JOB DUTIES

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
85	<ul style="list-style-type: none">• Report to the Director of Communications and is a member of the Advancement Team• Assist in the development and implementation of comprehensive communication plans for all digital channels• Manage and update the school's website content, ensuring that it is accurate, up-to-date and user-friendly; work with other VTCSOM employees to create specific pages• Develop and execute digital marketing campaigns including email marketing and social media advertising• Lead social media efforts by developing editorial calendars and engaging content, planning outreach during campaigns, tracking metrics, reporting findings, organizing team support and ensuring timely responses to inquiries and messages• Create and edit digital content including graphics, videos, and other multimedia• Ensure that all digital communication materials adhere to brand guidelines and messaging, as well as meets accessibility guidelines• Provide analytics and reporting on digital engagement and effectiveness of campaigns• Manage the school's digital signage system• Collaborate with other departments to ensure consistency in messaging and content across all digital channels• Track and analyze data to help assess progress toward reaching strategic goals, increase audience engagement, and find unique ways to engage followers that advance organizational needs.• Manage and support email marketing through BBIS system, donation pages and responses, event pages and responses and surveys• Produce monthly reports that measure open/click-through rate reports, Google Analytics, social media growth, and other campaign data.• Provide digital and social media support for major events• Organize content for and distribute monthly e-newsletters• Create or assist in development of graphic design materials such as digital flyers, infographics invitations, programs, brochures and other engaging content	Essential
15	<ul style="list-style-type: none">• Interact with vendors such as graphic designers and printers if needed• Support and attend internal/external events as needed• Assist in managing communication interns	Essential

POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD
Click OK in the pop-up window that appears to reset the approval process

Type of action requested:*	Create a New Position Description - No Recruitment Needed
Job types:*	Administrative & Professional
Title:*	Director of Admissions
Position title:	Lecturer Prof CY
	Details
Senior management:*	VT Carilion School of Medicine
Department:*	Dean of VTC School of Medicine
Organization:*	011600-Dean of VTC School of Medicine
Team:	Dean of VTC School of Medicine
Position location:*	Blacksburg - Main Campus
Academic or Calendar year:*	Calendar Year
Appointment type:*	Regular
Hours per week:*	
If part time, enter percent time:	%
Position summary:*	The Director of Admissions is responsible for the planning and management of the Office of Admissions for the Virginia Tech Carilion School of Medicine and its related admissions processes. The Director develops programs and advises applicants and potential applicants in the medical school admission process, using data to inform procedural changes. The Director provides hands-on management for all School of Medicine admissions functions and leads the review, implementation and continuous evaluation of admissions-related policies and procedures, guided by medical education trends and evidence-based best practices. This position reports to the Assistant Dean for Admissions.
Required qualifications:*	Significant progressive experience in admissions management in a higher education setting Knowledge of the application requirements of the AAMC for medical school admissions Significant progressive experience in educational training and in recruiting and relating to selecting a diverse body in line with the goals of VT Excellent communication and interpersonal skills, including the ability to speak clearly and persuasively, and excellent listening skills Ability to work independently and must be self-motivated in completing tasks Proficient in MS Office products and experience working in relational databases Ability to plan workload yet remain flexible; strong organizational skills and ability to meet deadlines Position requires some evening and weekend hours
Preferred qualifications:	Demonstrable skills in organization, planning, and presentation Strong project management and collaborative skills Experience in the organization and administration of the multiple mini interview (MMI) platform Previous experience working in the area of admissions and/or student affairs

JOB DUTIES

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
60	Description of job responsibility/duty: Admissions Process Management Conducts summer training meetings for new and returning Medical Student Admissions Committee (MSAC) members. Provides oversight of admissions processes, including the annual review of the applications process, development of strategy and holistic review of applicants to identify and select candidates to interview throughout the cycle. Analyzes the Multiple Mini Interview (MMI) raw data results and reports for the MSAC. Recruits and trains volunteer MMI interviewers and develops a schedule for them to participate in the MMI weekend events. Fully utilizes the potential of the MMI system for interviewing applicants, including providing ongoing training and feedback to raters and accepting feedback from raters and interviewees. Ensures that all materials and communication regarding admissions are accurate, including updating the Medical School Admission Requirements (MSAR).	Essential
20	Description of job responsibility/duty: Data Management and Reporting Supplies admissions and MMI data to support departmental and institutional decisionmaking Supplies and manages Admissions data to support internal processes and accreditation reporting Provides clear, accurate reports to support departmental processes and the school's mission	Essential
20	Description of job responsibility/duty: Leadership/ Supervision Supervises the Admissions Staff and oversees the day-to-day management of the admissions office. Develops and manages the annual Admissions Office budget. Oversees the administration of the MMI weekend interview process. Performance review of admissions office personnel	Essential

POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD
Click OK in the pop-up window that appears to reset the approval process

Type of action requested:*	Update Position Description - No Recruitment Needed
Job types:*	Administrative & Professional
Title:*	Director of Digital Initiatives for Medical Education
Position title:	Director of Digital Initiatives for Medical Education Details
Senior management:*	VT Carilion School of Medicine
Department:*	VTC School of Medicine - Instr Pgms
Organization:*	012008-VTCSOM Assessment Evaluation Svcs
Team:	VTC School of Medicine - Instr Pgms
Position location:*	School of Medicine - Roanoke
Workplace Arrangement:*	Onsite
Academic or Calendar year:*	Calendar Year
Appointment type:*	Regular
Hours per week:*	40 with occasional after hours
If part time, enter percent time:	%
Position summary:*	Reporting to the Assistant Dean for Assessment and Evaluation, the Director of Digital Initiatives will be responsible for the planning and implementation of digital learning information solutions that promote medical student and faculty success. This position collaboratively develops systematic digital learning information experiences for VTCSOM stakeholders. Individuals in this role should be creative problem-solvers, systems-thinkers, and passionate about curriculum, instruction, assessment, and digital literacy.
Required qualifications:*	Bachelor's degree in web design, a related field and/or equivalent experience required. Strong leadership, project, and time management skills. Experience leading projects for creative change or innovation. Active communicator with strong listening skills. Strong analytical and problem-solving skills. Detail-oriented, as well as project and results-oriented. Flexible, Adaptive problem-solver
Preferred qualifications:	Ability to work in a fast-paced environment. Dependable team player—finds paths to success. Systems-thinker. A drive to constantly innovate, create and learn. Demonstrated knowledge of best practices across the digital landscape. Ability to simultaneously handle several projects, work efficiently and quickly, and meet deadlines, while remaining composed under pressure.
FLSA status:*	Exempt: Not eligible for overtime
Employee class:*	3A-Fac FT CY Reg AP

JOB DUTIES

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
40	<ul style="list-style-type: none">Learn the current VTCSOM curriculum mapping processes (results in the annual AAMC curriculum inventory report). Collaborate with curricular domains to continuously improve processes, products, and overall stakeholder experience.Manage the curriculum mapping process, performing gap and redundancy analyses to inform curricular advising and decision-making.	Essential
30	<p>In collaboration with curricular domains, the Finance Department, and the Office of Assessment, manage and improve the new (soon to launch) VTCSOM faculty teaching role and reporting app (VTC_FAC_TRAAM). Help stakeholders maximize the utility of the application and find creative ways to improve user experience. Establish timelines and processes that result in quality, and timely teaching and compensation reports to stakeholders.</p> <ul style="list-style-type: none">Develop creative digital learning information solutions to meet the growing needs of the medical education office of research, scholarship, and learning. Create and identify tools to enhance VTCSOM competency-based performance reporting.	Essential
10	<ul style="list-style-type: none">Provide technical support and recommendations for faculty, staff, and student stakeholders, as needed. Recommend new web-based tools or leverage features in existing tools, and identify the best solution for achieving goals.Create internal communication plans, and help develop a weekly medical education newsletter.	Essential
20	<ul style="list-style-type: none">Meet weekly with the assessment and evaluation team to strategize and update project priorities and deadlines. Take initiative and find ways to contribute to successful team outcomes. This will include contributing to thought experiments, simulating assessment solutions, regularly engaging in creative brainstorming sessions, and serving as a chief proctor for ExamSoft and NBME exams with a service-oriented disposition. <p>Perform other duties as assigned.</p>	Essential

POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD
Click OK in the pop-up window that appears to reset the approval process

Type of action requested:*	Update Position Description - No Recruitment Needed
Job types:*	Staff
Title:*	Evaluation & Assessment Coordinator II
Position title:	Evaluation & Assessment Coordinator II Details
Senior management:*	VT Carilion School of Medicine
Department:*	VTC School of Medicine - Instr Pgms
Organization:*	012008-VTCSOM Assessment Evaluation Svcs
Team:	VTC School of Medicine - Instr Pgms
Position location:*	Roanoke Campus
Workplace Arrangement:*	Onsite
Academic or Calendar year:*	Calendar Year
Appointment type:*	Regular
Hours per week:*	40
If part time, enter percent time:	%
Position summary:*	Develop, administer, and analyze assessment and evaluation instruments to measure the quality of educational programs and faculty teaching. Communicate methods and results by creating customized reports. Assist in database development and design.
Required qualifications:*	Master's degree from an accredited institution in applied statistics psychometrics, psychology, economics, organizational theory, education, or other related fields. High level of organization skills and attention to detail Excellent teamwork and communication skills, including independent writing skills. Ability to efficiently manage multiple projects and respond to changing priorities. At least one year of experience with survey research or evaluation projects.
Preferred qualifications:	
FLSA status:*	Non-Exempt: Eligible for overtime
Employee class:*	UA-Univ Staff FT CY Reg

JOB DUTIES

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
20	Provide technical and database support to domain/curriculum leaders	Essential
20	Support and coordination of assessment activities. Coordinate the creation of a master assessment and evaluation calendar. Support the Assistant Dean and the Manager of Assessment and Program Evaluation and with various tasks. Proctor exams as needed.	Essential
60	Organization and implementation of evaluation activities within the school. Determine current status of evaluation systems. Collaboratively develop and administer survey instruments on various platforms including One45, Qualtrics, and Blackboard. Track evaluation completion progress and communicate with stakeholders... Analyze data and communicate results in oral and written reports.	Essential

POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD
Click OK in the pop-up window that appears to reset the approval process

Type of action requested:*	Update Position Description - Reclassification Needed
Job types:*	Administrative & Professional
Title:*	Faculty Affairs Manager
Position title:	Faculty Affairs Manager
	Details
Senior management:*	VT Carilion School of Medicine
Department:*	VTC School of Medicine - Instr Pgms
Organization:*	012007-VTCSOM Faculty Affairs
Team:	Dean of VTC School of Medicine
Position location:*	School of Medicine - Roanoke
Workplace Arrangement:*	Onsite
Academic or Calendar year:*	Calendar Year
Appointment type:*	Regular
Hours per week:*	40
If part time, enter percent time:	%
Position summary:*	Acts with independence to manage the faculty affairs day-to-day processes including orientation of new faculty, maintenance of appointments every three years, and over sight of the annual faculty academic performance review process. Supervises the Faculty Affairs coordinator and the Digital Measures Coordinator positions, including planning work for both operations and professional development. Screens, interviews, and hires part-time wage staff as needed. Prepares the initial draft of the Faculty Affairs budget and routinely reviews and approves budgetary expenditures. Supervises and supports all appointment, promotion, and tenure processes, including an in-depth independent review of promotion portfolios to ensure adherence to Provost office promotion guidelines. Interfaces with a variety of university, medical school, and health system partners' faculty and staff on all issues pertaining to faculty affairs processes and team functions. Exercises independent judgment on all faculty affairs processes as required.
Required qualifications:*	Bachelor's degree in assessment, healthcare, or related field. Demonstrable project management skills. Demonstrable experience in the supervision of personnel. Ability to work independently and a high level of decision-making skills. Use level computer skills, with knowledge of MS Office, Canvas, and other learning environment platforms.
Preferred qualifications:	Master's degree or progress towards a master's degree in healthcare or a related field. Experience in a university setting. Progressive experience in faculty affairs and/or faculty development.
FLSA status:*	Exempt: Not eligible for overtime
Employee class:*	3A-Fac FT CY Reg AP

JOB DUTIES

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
40	Oversees the faculty appointment, promotion, discontinuation and promotion processes. Strategizes, revises, implements and/or builds programs as needed. Represents the faculty affairs team by interfacing with key constituent groups across the university and academic health system. Oversees budget preparation and expenditures (e.g., ordering supplies, other routine expenditures). Composes, edits, and/or prepares a variety of professional correspondence to high level audiences both within the medical school and external to it.	Essential
40	Supervises all team members and serves as backup to these roles as needed. Ensures that all faculty related committees are provided with administrative support.	Essential
20	Manages the calendar for the Senior Dean, Faculty Affairs. Stores information and documents in an organized fashion for efficient retrieval. Maintains confidentiality of all faculty affairs related files and documents. Maintains the faculty affairs web site; coordinates needed updates. And other duties as assigned by supervisor	Essential

POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD
Click OK in the pop-up window that appears to reset the approval process

Type of action requested:*	Update Position Description - No Recruitment Needed
Job types:*	Administrative & Professional
Title:*	Human Resources Coordinator
Position title:	Human Resources Coordinator
	Details
Senior management:*	VT Carilion School of Medicine
Department:*	Dean of VTC School of Medicine
Organization:*	011617-VTCSOM Human Resources
Team:	Dean of VTC School of Medicine
Position location:*	School of Medicine - Roanoke
Workplace Arrangement:*	Onsite
Academic or Calendar year:*	Calendar Year
Appointment type:*	Regular
Hours per week:*	40
If part time, enter percent time:	%
Position summary:*	<p>This position will assist the human resources area of the VTCSOM by maintaining monthly leave records and supporting the HR Manager in completing new hire paperwork, wage time-card entry, and other duties as assigned. Provide payroll support for VTCSOM employees and faculty through our Banner system, PageUp position entry and tracking. Maintains up-to-date records of VTCSOM HR policies, procedures, and contracts. This position requires someone with a commitment to customer service, attention to detail, confidentiality with sensitive employee information, and time management skills.</p>
Required qualifications:*	<p>Bachelor's degree or commensurate experience in an HR role Proficient in software programs such as Microsoft Office Suite, specifically Excel, PowerPoint, Visio, Word, and/or Google Office Suite. Significant experience in providing faculty and staff support regarding leave, payroll, and recruitment. Demonstrated experience with relational database systems such as Banner. Demonstrated experience with applicant tracking systems such as Pageup, People Admin, Workday, etc. Experience with data entry and tracking actions over multiple time periods.</p>
Preferred qualifications:	<p>Knowledge and experience with VT leave and payroll systems such as Banner Ability to communicate effectively orally and in writing Highly skilled in customer service and problem solving</p>
FLSA status:*	Exempt: Not eligible for overtime
Employee class:*	3A-Fac FT CY Reg AP

JOB DUTIES

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
70	Human Resources Support Manages VTCSOM leave process with notices, reminders, entry as needed, and compliance. Enters and monitors wage payroll to ensure that timecards are approved on time. Work with the manager and Finance team to enter banner wage, P14, and other appointments. Manage HR-side labor distribution changes. Help monitor student wages and graduate assistantships. Assists with new employee on-boarding and off-boarding. Maintains human resources records according to university retention guidelines. Assists in maintaining new hire federal compliance concerning I9 processing and background checks. Work with departments to ensure proper hiring practices and other applicant work within the PageUp system. Ensure strict confidentiality of sensitive employee information.	Essential
20	Special Projects as Assigned by Supervisor Research and compile data/information for meetings, reports, correspondence, and special projects. Researches HR topics as needed to aid in the establishment of organizational processes. Assists in logistics and planning for HR-related events, such as employee engagement events, other meetings, and public outreach. Serve as work-life liaison for VTCSOM staff Serve as administrative support for various HR led committees. Other duties as assigned.	Essential
10	Office Support Maintain a professional demeanor while working in a team-based environment. Provide customer service to callers, staff and others in a respectful, accurate, timely, and clearly communicated manner. Serves as backup to office staff during vacations and illnesses as assigned by HR Manager. Schedule meetings upon request, ensuring that conference rooms and other resources are available Serve as backup tour guide for VTCSOM based building tours.	Essential

POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD
Click OK in the pop-up window that appears to reset the approval process

Type of action requested:*	Update Position Description - No Recruitment Needed
Job types:*	Administrative & Professional
Title:*	Human Resources Manager
Position title:	Human Resources Manager Details
Senior management:*	VT Carilion School of Medicine
Department:*	Dean of VTC School of Medicine
Organization:*	011600-Dean of VTC School of Medicine
Team:	Dean of VTC School of Medicine
Position location:*	Roanoke Campus
Workplace Arrangement:*	Hybrid
Academic or Calendar year:*	Calendar Year
Appointment type:*	Regular
Hours per week:*	40
If part time, enter percent time:	%
Position summary:*	<p>The Virginia Tech Carilion School of Medicine (VTC SOM) is seeking a Human Resources Manager. Reporting to the Dean, the Human Resources Manager is specifically responsible for managing operational and strategic activities at VTC SOM in accordance with university policies and procedures. These responsibilities include, but are not limited to, performance management, compensation analysis, recruitment, employee relations, talent development and planning, coordination of training, and human resources analysis and reporting. The human resources manager collaborates with the Dean and Vice Deans and other VTC SOM faculty to develop staffing, retention, recognition, performance planning, organizational design, and career development plans to address future needs of the school of medicine. Further, the incumbent will oversee all human resources processes for the school. This role is located in Roanoke, but is responsible for liaison back to Division of HR on the campus in Blacksburg.</p>
Required qualifications:*	<ul style="list-style-type: none">• Master's Degree in Business Administration, Management, Human Resources, Organizational Development or related field, or Bachelor's degree with significant related professional experience.• HR experience as an HR Manager or HR Generalist providing guidance to management in a large/complex organization.• Demonstrated experience in multiple functions such as staffing/recruitment, compensation, employee relations, rewards and recognition, and performance management, and organizational development.• Demonstrated proficiency with office software such as Microsoft Word, Excel, PowerPoint and Outlook.• Additional qualifications include excellent interpersonal and communication skills.• Ability to work independently as well as with diverse, collaborative teams.• Ability to make independent decisions and solve problems.• Ability to prioritize and manage workload.
Preferred qualifications:	<p>Preferred qualifications:</p> <ul style="list-style-type: none">• Experience in an academic, medical, and/or complex research environment.• Experience with large relational databases and online applicant tracking systems such as Banner and Page Up• Experience interpreting policies and procedures in a large complex organization• Professional Human Resources designation such as SHRM or SPHR
FLSA status:*	Exempt: Not eligible for overtime
Employee class:*	3A-Fac FT CY Reg AP

JOB DUTIES

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
30	<p>Staffing and Recruiting</p> <p>Work closely with hiring managers to develop detailed and thorough position descriptions and advertisements.</p> <p>Provide support to faculty and hiring managers throughout the hiring process to ensure that university policies are followed.</p> <p>Establish creative and innovative recruitment strategies in an effort to attract a highly qualified and diverse pool of applicants.</p> <p>Provide training to search committees and search advocates on highly effective recruitment strategies.</p> <p>Manage employee onboarding process.</p> <p>Classify positions and establish salary ranges based on available comparative salary data. Collaborate with senior management and hiring managers regarding the financial impact of recruitment and compensation programs and initiatives across the school of medicine.</p>	Essential
30	<p>Strategic Planning and Coordination</p> <p>Serve as an advisor to senior leadership with responsibility for facilitating talent management, organizational development, and other administrative initiatives across the college.</p> <p>Serve as consultant to executive leadership in the effective resolution of highly complex, sensitive human resource-related issues. Provide leadership and facilitates communication among and between employees and managers, providing guidance on problem solving, dispute resolution, and regulatory compliance issues.</p> <p>Provide a broad range of consultative services to all levels of personnel.</p> <p>Works with hiring managers, senior management, and appropriate central university units to provide input into the development and implementation of a compensation plan that is competitive and equitable.</p> <p>Develop and implement innovative personnel policies, procedures, and best practices for the school, consistent with established university policies and procedures.</p>	Essential
20	<p>Employee Assistance and Employee Relations</p> <p>Assist all employees with HR needs including, benefits, pay, career development, and employee relations.</p> <p>Provide employee relations support to staff and faculty.</p> <p>Coordinate and/or provide training opportunities for supervisors to proactively deal with employee relations issues.</p> <p>Meet regularly with supervisors to discuss potential issues and ways to proactively address them.</p> <p>Coordinate and lead communications with ADA, University legal, and central employee relations with regard to employee relations issues involving VTCSOM employees.</p>	Essential
10	<p>Performance Management</p> <p>Provide oversight for the annual performance evaluation process as directed to ensure compliance.</p> <p>Consult with executive leadership on performance and organizational goals for the School of Medicine.</p> <p>Conducts needs assessments to determine measures required to enhance employee job performance and the overall performance of the college.</p>	Essential
10	<p>Payroll and Leave Entry</p> <p>Ensure that all employees are entered into the payroll system in an acceptable time frame.</p> <p>Provide oversight and approval for hours worked for all wage employees by deadlines.</p> <p>Ensure all paperwork is complete in a timely manner for any pay action changes.</p> <p>Work with all employees to ensure compliance with leave report submissions.</p> <p>Ensure that leave reports submitted properly by leave type paying special attention to OT leave entry.</p> <p>Make sure the college is in compliance with various university system procedures.</p>	Essential

POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD
Click OK in the pop-up window that appears to reset the approval process

Type of action requested:*	Update Position Description - Recruitment Needed
Job types:*	Staff
Title:*	Inclusion Coordinator
Position title:	Inclusion Coordinator
	Details
Senior management:*	VT Carilion School of Medicine
Department:*	Dean of VTC School of Medicine
Organization:*	011608- VTCSOM Diversity Equity Inclusion
Team:	Dean of VTC School of Medicine
Position location:*	School of Medicine - Roanoke
Workplace Arrangement:*	Onsite
Academic or Calendar year:*	Calendar Year
Appointment type:*	Regular
Hours per week:*	40
If part time, enter percent time:	%
Position summary:*	The Virginia Tech Carilion School of Medicine seeks a full-time coordinator to support its efforts to integrate inclusion, equity, diversity, and quality initiatives. The inclusion coordinator will serve in a support role for the Office of Diversity, Equity, and Inclusion. This position will have a primary report to the Assistant Dean for Student Vitality with secondary reporting to the Chief Diversity Officer. The inclusion coordinator is responsible for the implementation of diversity and inclusion programs including, but not limited to pathway programs, workshops, presentations, and training, in addition to traveling nationally/locally to recruit Under Represented In Medicine students for medical school admissions. Tasks include managing project plans, organizing and participating in stakeholder meetings, and ensuring that project(s) deadlines are met in a timely manner. This position also includes proctoring medical student examinations. This position requires some weekend hours and travel.
Required qualifications:*	Significant experience in program management, diversity initiatives, or a Bachelor’s Degree in Education, Human Relations, or related field. Have excellent communication, administrative, organizational, and interpersonal skills Demonstrated commitment to diversity and inclusion and ability to work well with people from diverse backgrounds Ability to work effectively both independently and as part of a team Proficient in Microsoft Office applications such as Word and Excel Ability to manage multiple deadlines
Preferred qualifications:	Student and/or Diversity recruitment experience Experience using fiscal reporting systems such as HokieMart and ChromeRiver Master’s Degree in Education, Human Relations, or related field
FLSA status:*	Non-Exempt: Eligible for overtime
Employee class:*	UA-Univ Staff FT CY Reg

JOB DUTIES

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
95	The inclusion coordinator will be responsible for pathway program management, URIM recruitment, and implementation of DEI workshops/training sessions. The coordinator will perform complex and varied administrative functions that require a high degree of independent action. This involves drafting correspondence, preparing reports, coordinating events (scheduling, making room reservations, planning and ordering food and supplies), arranging for speakers, marketing and communication, coordinating travel and handling fiscal responsibilities. Compile materials for training and inclusion programming. In some cases, work with parents, school administrators, and hospital executives. Respond to information and programming requests of senior leadership, constituent groups, employees and VTCSOM partners. The inclusion coordinator will develop and maintain effective relationships with faculty and staff from partner institutions and agencies for recruitment and retention of underrepresented minorities. Travel nationally to conferences and institutions to recruit underrepresented students for admission to the school.	Essential
5	The inclusion coordinator may be required to proctor end-of-block medical student exams. Other duties as assigned.	Essential

POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD
Click OK in the pop-up window that appears to reset the approval process

Type of action requested:*	Update Position Description - No Recruitment Needed
Job types:*	Administrative & Professional
Title:*	Senior Associate Dean for Faculty Affairs
Position title:	Senior Associate Dean for Facu Details
Senior management:*	VT Carilion School of Medicine
Department:*	VTC School of Medicine - Instr Pgms
Organization:*	012000-VTC School of Medicine-Instr Pgms
Team:	VTC School of Medicine - Instr Pgms
Position location:*	Roanoke Campus
Workplace Arrangement:*	Onsite
Academic or Calendar year:*	Calendar Year
Appointment type:*	Regular
Hours per week:*	40 with occasional after hours
If part time, enter percent time:	%
Position summary:*	The Senior Associate Dean for Faculty Affairs serves as part of the executive leadership team at the school. The Senior Dean for Faculty Affairs is responsible for the management of all activities pertaining to the faculty.
Required qualifications:*	MD/PhD or equivalent doctoral degree in a health sciences discipline. Significant, progressive experience in faculty affairs within a university setting. Licensure as required by education status. Excellent communication skills. Ability to efficiently and effectively manage multiple, competing priorities within a rapidly evolving environment. Excellent time management, organization, and follow-through skills. Sufficient computer skills to successfully navigate all position requirements.
Preferred qualifications:	Significant, progressive experience in curriculum development and management within a medical school.
FLSA status:*	Exempt: Not eligible for overtime
Employee class:*	3A-Fac FT CY Reg AP

JOB DUTIES

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
50	Associate Dean for Faculty Affairs Responsible for the oversight of all appointments, promotions and maintenance of appointments of faculty within VTCSOM. Acts as an advisor to the Faculty Governance Committee, and the Appointment, Promotion and Tenure Committee. Interprets and develops policy regarding faculty, and works with the appropriate committees and the dean in obtaining approval. Works to develop physician leadership and faculty wellness programs to enhance the learning environment. Works with VTCSOM Department Chairs in career counseling and policy consultation.	Essential
50	Directly supervises the Director of Faculty Development, Faculty Affairs Manager, and Faculty Affairs Coordinators. Works with and establishes Faculty Affairs policies and procedures in accordance with VT policy. Actively works with the Dean of Academic Affairs in recruiting suitable faculty members from partners and the community. Manages the department budget.	Essential

POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD
Click OK in the pop-up window that appears to reset the approval process

Type of action requested:*	Update Position Description - No Recruitment Needed
Job types:*	Teaching & Research Faculty
Title:*	Senior Associate Dean for Medical Education
Position title:	Senior Associate Dean for Medi
	Details
Senior management:*	VT Carilion School of Medicine
Department:*	Dean of VTC School of Medicine
Organization:*	011600-Dean of VTC School of Medicine
Team:	Dean of VTC School of Medicine
Position location:*	Roanoke Campus
Workplace Arrangement:*	Onsite
Academic or Calendar year:*	Calendar Year
Appointment type:*	Regular
Hours per week:*	40
If part time, enter percent time:	%
Position summary:*	<p>The Senior Associate Dean, Medical Education (SADME) serves as part of the senior leadership team at Virginia Tech Carilion School of Medicine (VTC SOM), supporting the Dean in all activities and focusing on execution of strategies developed by the leadership team. The SADME provides management, coordination, and leadership to ensure excellence in all areas related to the school's undergraduate medical education program, and works closely with the Dean, senior leadership, the medical curriculum committees, and faculty to implement all activities related to the medical school curriculum, including the success of its innovative curricular domain of health systems science and interprofessional practice. While maintaining focus on the VTC SOM mission, the SADME provides support for faculty in the creation of an evolving curriculum responsive to the needs of medical students.</p>
Required qualifications:*	<p>Minimum Qualifications and Attributes:</p> <ul style="list-style-type: none">• MD (or equivalent) or PhD• If MD, a Virginia medical license, or eligibility for a Virginia medical license• Five to seven years experience in administration at an accredited school of medicine• Experience in teaching and administration of medical education programs in adherence to LCME accreditation• A demonstrated commitment to diversity, equity, and inclusion; an understanding of its importance to the mission and richness of the medical school and its ongoing success• Excellent communication, time management, organizational, and follow-through skills• Ability to effectively manage multiple, competing priorities within a rapidly evolving work environment• A person of absolute integrity who engenders trust• A person of high energy, optimism, and perseverance to bring initiatives to fruition.• Sufficient computer skills to successfully navigate all position responsibilities• Academic credentials appropriate for the rank of Associate Professor or Professor
Preferred qualifications:	<p>Preferred Experience, Skills, and/or Training/Education:</p> <ul style="list-style-type: none">• Formal training in higher education, medical education, educational research, and/or educational science• Demonstrated experience in:• Working directly with senior medical school leadership/administration• Leading a medical school through accreditation processes• Building and supervising effective teams in identifying and solving problems related to medical education• Leading and/or actively participating in professional organizations dedicated to medical education• Skills and abilities required for effectively teaching medical students and other health professions learners as indicated by one's discipline and/or scholarly interests• A track record of accomplishment in medical education research, including publications, presentations and/or grant funding
FLSA status:*	Exempt: Not eligible for overtime
Employee class:*	2A-Fac FT CY Reg TR

JOB DUTIES

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
40	<ul style="list-style-type: none">• Participation in the senior leadership team of VTCSOM• Continuous review, monitoring, updating, and evaluation of the medical student curriculum based on defined goals, objectives, competencies, and outcome measures• Ongoing communication of the educational program objectives to medical students, faculty, residents/fellows, and others with teaching responsibilities• Enhancement of faculty teaching and assessment skills to ensure the highest quality of teaching and learning, including active participation in and supervision of existing functions devoted to individual student assessment and program evaluation:<ul style="list-style-type: none">• Designated instructional technology team• Clinical skills assessment team• Assessment and program evaluation team• Supervision of designated assistant and/or associate deans and support staff, including annual performance review and goal setting processes• Ensuring that all academic requirements of accrediting bodies (e.g., LCME, SACS-COC) are continuously monitored and achieved, with particular attention to identified educational outcomes tracked by the VTCSOM institutional effectiveness team; along with other senior leadership, coordination of all accreditation site visit activities including preparation of all self-study documents required.	Essential
40	<ul style="list-style-type: none">• Working collaboratively across departments and various sectors of the academic health center to ensure that all standards for accreditation, federal and state compliance, and/or program certifications dealing with medical education are in place and maintained• Administering centralized instructional budget allocations for faculty teaching time provided via agreements with clinical departments• Working closely with senior leadership to address issues related to the administration of the curriculum:<ul style="list-style-type: none">• Collaboration with the Student Affairs Dean and others as student-related educational issues arise from changing circumstances (e.g., COVID pandemic)• Collaboration with the learning environment advocacy committee (LEAC) on issues pertaining to the learning environment• Collaboration with other Virginia Tech colleges as well as external partners (e.g, Carilion Clinic, Radford University, community organizations) in the delivery of curriculum content focused on health systems science and interprofessional practice	Essential
20	<ul style="list-style-type: none">• Representing VTCSOM on medical school, university, health center committees as required; and participation in other internal, external, and/or national committees or similar groups as appropriate to the position and as requested by the Dean• Responding to local, regional, and/or national requests for information and documentation of the school's educational programs, ensuring that these responses are timely and reflect the mission, quality, and innovation of the school's approach to medical education• Perform other duties/tasks and lead other projects as requested by the Dean	Essential

POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD
Click OK in the pop-up window that appears to reset the approval process

Type of action requested:*	Create a New Position Description - No Recruitment Needed
Job types:*	Administrative & Professional
Title:*	Sr. Director - Institutional Effectiveness & Accreditation
Position title:	Lecturer Prof CY Details
Senior management:*	VT Carilion School of Medicine
Department:*	Dean of VTC School of Medicine
Organization:*	011600-Dean of VTC School of Medicine
Team:	Dean of VTC School of Medicine
Position location:*	Blacksburg - Main Campus
Academic or Calendar year:*	Calendar Year
Appointment type:*	Regular
Hours per week:*	
If part time, enter percent time:	%
Position summary:*	Leads the organizational strategic planning and institutional assessment efforts by providing support to the senior leadership team to identify strategic priorities and key performance indicators of the institution. Oversees the academic, administrative and student support services annual planning and assessment activities and develops processes and procedures to document evidence that the institution is accomplishing its goals
Required qualifications:*	Master's degree in business administration, higher education, computational field or related discipline; significant experience in process improvement and institutional effectiveness; demonstrable extensive experience in problem solving, data analysis and project management; ability to manage multiple tasks and successfully meet deadlines; strong communication skills; working knowledge of Microsoft Office programs.
Preferred qualifications:	PM certification; six sigma experience; working knowledge of organizational management.

JOB DUTIES

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
70	<p>Institutional Effectiveness</p> <p>Provides decision making support for budget decisions and resource allocations to ensure appropriate rresoures for the efficient and effective operations of the school.</p> <p>Ensures institutional commitment to a culture of excellence by continuously encouraging the utilization of data from evaluation and assessment activities and other information for quality improvement.</p> <p>Manages the review of academic and nonacademic programs, including arranging for external evaluators, chairing panels, writing reports and performing project management to ensure quality improvement.</p> <p>Oversees the maintenance of a database which facilitates the institutional effectiveness process.</p> <p>A key member of the Dean's leadership team, recommends policies and procedures to improve the school's institutional effectiveness program and performs other duties as may be required.</p> <p>Supervises the collection, analysis, and reports evaluation data, including reviewing/approving reports for faculty, students, staff and accrediting bodies. Assists in developing the implementation and use of an electronic system for evaluation tools.</p> <p>Manages the maintenance, analysis, and generation of schools reports for centralized evaluation.</p> <p>Acts as evaluation lead as appropriate, including faculty/staff development and student support.</p>	Essential
30	<p>Accreditation</p> <p>Supports efforts to comply with external accrediting and reporting agencies including developing narratives and supporting documentation for evidence of compliance.</p> <p>Designs and implements data collection instruments and assists with conducting surveys to assess schoolwide department goals and objectives.</p>	Essential