

Position Announcement

Icahn School of Medicine at Mount Sinai New York, NY Associate Dean for Enrollment Services

The Icahn School of Medicine at Mount Sinai (ISMMS) is an international leader in medical and scientific training, biomedical research, and patient care. Located in New York City, it is the medical school for the Mount Sinai Health System, which includes seven hospital campuses. ISMMS has more than 6,300 faculty and enrolls more than 1,200 students in MD, MD/PhD, PhD, and MS degree programs, and has more than 2,000 residents and fellows in training throughout the health system. The School is made up of 36 multi-disciplinary research, educational, and clinical institutes and 33 academic departments. ISMMS's vision is to dramatically advance the art and science of medical care through an atmosphere of intense collaborative learning, social concern, and scholarly inquiry. As one of the nation's leading medical schools, ISMMS has built its reputation on a tradition of groundbreaking education and translational research inspired by visionary leaders, expert faculty, and dedicated trainees. Our progressive curriculum stresses a humanistic and collaborative approach to medical practice and scientific investigation.

Reporting to the Senior Associate Dean for Education and Research Administration, the Associate Dean for Enrollment Services will develop and execute a strategic plan for delivering outstanding enrollment services for ISMMS and its students with a student-first service delivery model that effectively coordinates the needs of key stakeholders. Responsibility for the leadership and oversight of the Admissions Operations, Registrar, Bursar, Student Health Insurance program, Financial Aid, and Disability Services areas will be expected of the Associate Dean, in addition to the following:

- provide leadership and guidance in the marketing and recruitment efforts for educational programs in collaboration with program leadership and marketing personnel;
- monitor and disseminate information regarding enrollment services related policy changes originating from all regulatory and accreditation bodies, including but not limited to the U.S. Department of Education, New York State Education Department and Middle States Commission on Higher Education;
- oversee the Institutional Research function to ensure regulatory reports are submitted accurately and on time;
- prepare and disseminate key statistical data that informs program opportunities and changes as well as institutional decision-making on admissions, enrollment, and financial aid;
- partner with Academic Information Technology to evaluate and make recommendations for enhancing technology-based innovations and services; serve as the Business Owner in the evaluation, development, acquisition, and utilization of technology resources related to Enrollment Services;
- oversee the effective implementation, integration and maintenance of the student information system (EMPOWER) and ensure technology is effectively utilized to support policies and procedures in areas of responsibility;
- serve as the key liaison between the student body and Student Health Insurance and Housing;

- prepare and monitor the annual operating budget for Enrollment Services;
- hire, train and provide continuous training and professional development opportunities for Enrollment Services personnel; and
- participate in regional and national conferences as a representative of ISMMS.

A master's degree and significant documented progressively responsible management experience in higher education administration are required. The ideal candidate will possess strong analytical, interpersonal, written, and oral communication skills; be a proven collaborative decision maker who works well under pressure; possess knowledge of national educational trends, and current research and best practices in the field of medical education; and possess project management skills including the ability to organize, prioritize, manage, and analyze large amounts of data. The successful candidate must maintain a forward-looking vision, possess an unwavering commitment to superior customer service, and be dedicated to developing a cohesive and resourceful team within the Enrollment Services division at ISMMS. Knowledge of the accreditation and compliance environment as well as knowledge of and experience in financial aid and scholarship program planning, organization and administration will be expected of the Associate Dean. Excellent leadership, management, organizational, analytical, negotiation and conflict management skills are also required.

Review of applications will begin November 28, 2018 and continue until the position is filled. A resume with an accompanying cover letter may be submitted via the Spelman Johnson website at www.spelmanjohnson.com/open-positions. Nominations for this position may be emailed to Kendra E. Dane at ked@spelmanjohnson.com. Applicants needing reasonable accommodation to participate in the application process should contact Spelman Johnson at 413-529-2895.

Visit the Icahn School of Medicine at Mount Sinai website at: <https://icahn.mssm.edu/>

The Mount Sinai Health System is an equal opportunity employer. We promote recognition and respect for individual and cultural differences, and we work to make our employees feel valued and appreciated, whatever their race, gender, background, or sexual orientation.