The Opportunity

The Assistant Dean of The Graduate School (TGS) is integral to building and supporting the research and educational missions of Augusta University, in alignment with the institution’s mission statement and strategic plan. The Assistant Dean has primary responsibility for leadership and coordination for the institution’s biomedical sciences Ph.D. programs. This includes serving as the first year Program Director and providing academic guidance as students perform research rotations to identify a major advisor. They will work collaboratively with the other nine Program Directors to ensure students are on track in reaching all milestones, and assess the curriculum, as needed, to ensure that the goals of the programs are being met and standards are maintained. The Assistant Dean will also serve as the inaugural Director of Postdoctoral Fellows, working to develop both a curriculum and sense of community among postdoctoral fellows across the AU campus. The successful Assistant Dean will provide innovation in curriculum offerings, foster effective communication among TGS stakeholders, and work well in a team to support the Guiding Principles of TGS. As a member of the leadership team in TGS, the Assistant Dean will be acquainted with all aspects of graduate education across AU and will work closely and collaboratively with the leadership team to support and fulfill the TGS mission of providing a rich intellectual, academic and research environment for educating students to become leaders in the discovery and dissemination of knowledge and in its application to human health and disease.

The Position

The Assistant Dean position will include the following responsibilities:

- **Direct and Manage all Enrolled Students in the Biomedical Sciences and Biostatistics, PhD Programs:**
  - Track and maintain student progress from initial enrollment to graduation (comprehensive exams, research proposals, thesis development, etc.)
  - Oversee and serve as primary point of contact for all Biomed Programs
  - Oversee and track Student Learning Objectives
  - Serve as faculty sponsor for the Biomedical Student Association (BSA)

- **Director of First Year Biomedical Sciences, PhD Program:**
  - Serve as Course Director for all research courses
  - Oversee all course directors (scheduling of courses, syllabus review, progress evaluation, etc.)
  - Maintain and track all first year student grades
  - Develop, enhance, and maintain curriculum

- **Director of Post-Doctoral Fellows Program:**
  - Create and sustain an effective community of post-docs
  - Develop and oversee responsible conduct of research workshops
  - Annual review assessment (IDPs) of all post-doctoral fellows
  - Track post-doc progress and achievements both during their work at Augusta University, as well as after they have completed their post-doc position at AU
  - Assist in creating and maintaining a post-doc webpage on the TGS website and oversee management of those pages
- Curriculum Development
  - Work with faculty to increase course offerings and enhance program curriculum
  - Serve on Curriculum Subcommittee and work with Vice Dean to track course offerings and ensure curriculum is competitive and comprehensive
  - Update, enrich, and expand course offerings within the Biomedical Sciences, PhD program
  - Update and maintain Curriculog in accordance with curriculum requirements

- Plan, develop and implement professional development opportunities for all trainees (PhD students, Post-Docs, etc.)

**Minimum Qualifications**

- A doctoral degree in a Biomedical Sciences program
- Minimum of three (3) years of directly relevant work experience

**Preferred Qualifications**

- Course development
- Graduate student mentorship

**How to Apply**

Applicants should apply online at [Assistant Dean, The Graduate School](#) and upload a letter of interest, comprehensive curriculum vitae, and the names and contact information of three references.

Confidential review of materials will begin immediately and continue until the position is filled. To ensure full consideration, applications should be received by March 1, 2022.

Inquiries and nominations may be sent to Executive Search at executivesearch@augusta.edu.

**Conditions of Employment**

All candidates are required to successfully pass a Background Check review prior to starting with Augusta University.

The final candidate will be required to provide proof of completed academic degree in the form of an original transcript. Those candidates trained by a foreign institution will also be required to provide an educational/credential evaluation.

*Augusta University is proud to be an equal opportunity employer welcoming applicants from underrepresented groups, including individuals with disabilities and veterans*