



Department Chair Attestation – Assistant Dean for Admissions

Position Description

The University of North Carolina School of Medicine (SOM) seeks a collaborative leader to serve as the Assistant Dean for Admissions in the Offices of Medical Student Education. This position reports directly to the Associate Dean for Admissions.

The Assistant Dean for Admissions provides leadership in recruitment, admission, and matriculation of prospective medical students into the UNC SOM. The Assistant Dean will work closely with the Associate Dean for Admissions and the Senior Director for Admissions. This individual will also work collaboratively with the entire Offices of Medical Student Education (OMSE) at UNC-Chapel Hill and other educational leaders.

The Assistant Dean for Admissions will need to dedicate 40% FTE to this position. The funding for 40% FTE will come from the Dean’s office (40% of base salary), and this funding is not subject to a salary cap.

I, _____ provide my support and consent for _____ to put forth an application for the Assistant Dean for Admissions. I understand and support the time and effort that will be required of the candidate in this role, in addition to their primary faculty appointment. I attest that the candidate is in good standing with my department.

Department Chair Signature

Date

Candidate Signature

Date