

**WASHINGTON UNIVERSITY SCHOOL OF MEDICINE
JOB DESCRIPTION**

DATE: January 2024

JOB TITLE: Assistant Dean, Leadership Development

JOB CODE: **GRADE:** **FLSA:** Exempt

DEPARTMENT: Office of Faculty Promotions & Career Development

POSITION SUMMARY: The Office of Faculty Promotions & Career Development (OFPCD) at Washington University School of Medicine (WUSM) is responsible for supporting faculty across all ranks, roles, and tracks to develop their careers. The Assistant Dean for Leadership Development will support the Associate Dean for Faculty Promotions & Career Development in the development and implementation of a comprehensive suite of leadership development programming for WUSM faculty. The Assistant Dean for Leadership Development must have expertise in developing and leading faculty development programs. This leader will be strategic, creative, flexible and a strong communicator who can work well with people from all backgrounds, as well as programs and departments of different sizes and foci within and across institutions. The Assistant Dean must have demonstrated evidence of a commitment to the advancement of diversity, equity and inclusion in academic medicine/biomedical science.

PRINCIPAL RESPONSIBILITIES:

1. Serve as a central point of contact and collaborate with Departments and Programs to develop and/or expand opportunities for faculty leadership development.
2. Work collaboratively across WUSM academic Departments, Programs and Offices to provide consultation and collaborate with Departments and relevant faculty to create and deliver programming and monitor outcomes.
3. Develop and implement a comprehensive plan to assess the effectiveness of leadership development programs.
4. Design, develop and implement mechanisms to track program participation and facilitate outcomes reports. Collect, analyze and report on data gathered from program participants.
5. Develop programming to create community and a sense of belonging among program participants.
6. Work in conjunction with the OFPCD program or project manager to oversee the creation of an online presence and innovative communication strategies for the OFPCD.
7. Develop and maintain relationships with WashU and community partners, as well as colleagues from peer institutions on a national level to develop evidence-based, contemporary, programming for faculty at WUSM.
8. Collaborate with the Office of Diversity, Equity and Inclusion to cultivate synergy across programs.
9. Collaborate with the Assistant Dean for Faculty Coaching to create synergistic programming.
10. Actively participate in the WUSM Faculty Development Community of Practice.
11. Serve as an AAMC Group on Faculty Affairs (GFA) member.
12. Other duties as assigned.

MINIMUM EDUCATION & EXPERIENCE: Master's degree required; PhD or MD preferred. Five (5)+ years demonstrated experience successfully leading, directing and evaluating faculty development programs in the health professions, medicine and/or biomedical science, with the ability to effectively collaborate with a range of internal and external partners.

PREFERRED SKILLS/EXPERTISE: Up-to-date knowledge of theory and promising practices for **faculty development**. Advanced verbal, written, interpersonal communication and analytical skills. Expertise in leading across differences in academic medicine/biomedical science. Ability to communicate complex ideas clearly and to navigate difficult conversations regarding climate and culture, particularly in academic medicine or healthcare settings.

SUPERVISION EXERCISED:

Supervision is exercised over OFPCD Program Manager or Project Manager.

SUPERVISION RECEIVED:

Supervision is received from the Associate Dean for Faculty Promotions & Career Development.

EFFORT SUPPORT:

0.25 FTE; appointment will be for a 3-year term, with the option to renew.

TO APPLY:

Submit a CV and cover letter outlining interest, relevant experience and qualifications for the position to:

Renée A. Shellhaas, MD, MS
Associate Dean, Office of Faculty Promotions & Career Development
Washington University School of Medicine in St. Louis
660 South Euclid Avenue
St. Louis, MO 63110
rshellhaas@wustl.edu

Application deadline: 5pm central time, March 22, 2024.