

**Senior Associate Dean for Educational Affairs  
College of Medicine  
University of Florida**

The Senior Associate Dean for Educational Affairs reports to the Dean of the College of Medicine and serves as a key member of the administrative leadership team of the college.

**OVERALL RESPONSIBILITIES**

- Advance the quality and excellence of medical education and graduate education at the University of Florida's College of Medicine.
- Encourage and support an environment that recruits the brightest, most caring and diverse student body possible.
- Develop achievement and assessment educational standards and continuously evaluate students against those standards.
- Serve as a member of the leadership team of the College of Medicine in advancing the college's educational, clinical, research and service missions.

**DIRECT RESPONSIBILITIES**

- Direct and supervise the Office of Educational Affairs, which is comprised of the Office of Admissions, the Office of Continuing Medical Education, the Office of Financial Aid, the Office of Medical Education, the Office for Program Evaluation & Faculty Development and the Office of Student Affairs & Registration.
- Identify the goals and objectives of the M.D. and Ph.D. training programs.
- Serve as the College of Medicine's primary contact with the Liaison Committee on Medicine Education (LCME) regarding medical education and graduate education issues.
- Develop methods for delivery of the medical education and graduate education curriculum.
- Assist and advise the Dean of the College of Medicine on matters related to the educational affairs of the College of Medicine.
- Serve as a facilitator in negotiation and resolution of College of Medicine educational issues.
- Collaborate with faculty in planning and implementing course delivery.
- Serve as a member of the College of Medicine's Curriculum Committee.
- Works with the College of Medicine's Development Office to raise and steward philanthropic support of education endeavors.
- Works with the Senior Associate Dean for Financial Services to manage the financial resources of the Office of Educational Affairs.