

DIRECTOR OF STUDENT & RESIDENCY AFFAIRS

SUMMARY

The Director for Student and Residency Affairs is responsible for developing/creating, planning, managing, implementing, and evaluating all programs in the areas of applicant development, student affairs, and residency affairs for this organization that represents higher education institutions in the health profession education arena.

This position provides direction, management, and administrative support for daily operations in pertinent program areas (applicant development, student affairs, and residency affairs), and helps to advance the goals of the association by:

1. Promoting career and leadership development of faculty, administrators, and staff in these program areas;
2. Serving as the on-staff expert on operations, policies, and procedures related to applicant development, academic admissions and testing, student affairs, and residency promotion and matching.
3. Developing and implementing products, services, policies, and procedures, in coordination with volunteers, other staff members, and outside consultants, that support strategic goals, operational efficiency and effectiveness, and the association's membership.

Program Management

- Managing all aspects of a national initiative designed to recruit undergraduate students into a career in a specific health profession. The current initiative is a digital marketing campaign with a wide range of creative assets and an online platform that connects prospective students with health care practitioners. Duties include serving as the primary liaison to the campaign's marketing/communications and public relations firms, recruiting and verifying licensure credentials for participating practitioners, monitoring campaign delivery and sharing results, and serving as the primary staff liaison to the committee(s) overseeing the initiative.
- Designing, coordinating, and staffing other career awareness and recruitment initiatives, such as virtual career fairs; giving presentations and exhibiting at conferences; maintaining websites and publications; responding to requests for information from students/prospective students, health professions advisors, practitioners, educators, and administrators; and collaborating with other health profession education associations.
- Managing all aspects of a national centralized application service for member educational institutions, including serving as the primary liaison with the vendor responsible for providing the digital platform for the application service.
- Overseeing operations of a standardized entrance exam for admissions candidates, including serving as the primary liaison with the vendor responsible for developing and overseeing the administration of the standardized entrance exam.

- Developing, directing, implementing, managing, and evaluating all student affairs programs, initiatives, and guidelines. This includes maintaining a website; serving as staff liaison to a networking group of student affairs and admissions officers at member educational institutions; overseeing the regular collection of data from current students and administrators; and serving as the staff liaison to several committees.
- Developing, directing, implementing, managing, and evaluating all residency education initiatives and guidelines. This includes serving as the staff liaison to several committees and other volunteer groups focused on residencies and residency programs; managing the application process for recognizing new residency emphasis areas within a subspecialty category framework; developing, implementing and evaluating programs designed to promote residencies to students; maintaining relevant information on a website; and collaborating with volunteers to develop residency education guidelines and addressing emerging issues.
- Manages all activities associated with a residency matching service, including serving as the primary liaison between the vendor responsible for administering the matching service.

Volunteer Management

- Serves as staff liaison to a wide variety of assigned committees and other volunteer groups within the association. Involved in all levels of volunteer management, including developing, planning, executing, and evaluating new and on-going programs/projects; developing agendas and annual work plans; keeping and distributing minutes; orienting volunteers; maintaining member lists in the association's database and online communities; and writing progress reports. Also includes the orientation of new volunteers, evaluation of all volunteers, recognition of outgoing volunteers, and assisting in the recruitment and evaluation volunteers.

Communications

- Provides the Director of Communications with updates and information for the association's communications vehicles (newsletter, journal, social media, website, press releases, and all other outlets).
- Coordinates updates to the association's website in areas related to applicant pool development, student affairs, and residency affairs.
- Prepares reports, newsletter stories, slide decks, and other communications to advance the association's programs and services.

Fundraising

- Assists the Director of Development in building a case for support for all activities managed by the Director of Student and Residency Affairs.
- Helps to identify new/prospective sponsors for programs/services. Refers contacts for potential supporters/sponsors to the Director of Development.
- Coordinates with the Director of Development to assure appropriate sponsor recognition and engagement.
- Collaborates with the Director of Development and serves as a liaison to the advisory committee in building understanding of and support for applicant pool development initiatives.
- Works with the Director of Development and other staff and volunteers to develop ways to measure and communicate the impact of donors' and sponsors' investment in the association.

Financial Management

- Develops, monitors, maintains, and manages operating budgets for assigned programs.
- Works closely with the Director of Finance to generate invoices, determine relevant funding restrictions, and provide appropriate documentation.
- Reviews, approves, and codes appropriate Accounts Payable invoices.
- Submits expense reports in a timely manner.
- Reviews and approves quarterly revenue reports from contractors and monitors that payments are timely in accordance with the current contract. Prepares and shares a year-over-year change analysis and trends data for select programs.
- Maintains working knowledge of financial structures that support programmatic efforts and recommends improvements to enhance efficiency and transparency.

Administrative and Other Responsibilities

- Serve as a strategic leader in the association's strategic planning process by contributing subject matter expertise and informed perspective to the development of strategic priorities; continuously monitoring the internal and external environment to identify emerging trends, risks, and opportunities that may influence the strategic direction of the association; advancing the successful implementation of board-approved strategic initiatives within assigned areas of responsibility; and participating in the measurement, evaluation, and continuous improvement of progress toward strategic objectives.
- Coordinates and produces activity reports in a timely manner, including reports for the Board of Directors, committees/task forces/other volunteer groups, and other activity reports as needed.
- Maintains accurate time sheets to report allocation of time between projects and programs.
- Assists in the design, implementation, and documentation of policies and procedures that meet the needs of internal and external customers.
- Contributes to a positive work environment and collaborates with all other staff members to meet the goals in the association's yearly work plan and budget. Participates in and provides positive contributions to staff meetings, staff planning sessions, and other staff-focused activities.
- Maintains a commitment to continuous professional development by actively pursuing opportunities to enhance knowledge and expertise in higher education, student and resident services, admissions and recruitment, and association management, ensuring the application of current best practices and emerging trends to support organizational excellence.
- Monitors trends in higher education, admissions, student affairs, residencies, and health professions education, as well as other economic, societal, and community trends pertinent to the association and the practice community. Keeps staff and leadership informed of developments that may affect the association.
- Participates as a member of the management team in all management and planning operations as required.
- Other duties as assigned.

Requirements

- Demonstrated director-level leadership experience in higher education, membership associations, program management, or healthcare environments.
- Ability to work both independently and collaboratively as a member of a team composed of other staff members and/or volunteers.
- This association operates as a fully remote organization. Mobile phone and reliable internet connectivity and mobile cell phone coverage is required.
- Exceptional integrity, professionalism, and sound judgment.
- Excellent written, verbal, and interpersonal communication skills, including public speaking and presentation experience.

- Demonstrated success in building relationships with higher education leadership, including presidents, deans, administrators, membership organizations, vendors, and healthcare practitioners.
- Strong organizational planning and analytical abilities.
- Comfortable working in a small office environment; hands-on work style and approach.
- Strong time management skills to administer and meet multiple competing priorities, deadlines, and tasks.
- Experience preparing reports, analyzing data, and presenting findings to leadership and stakeholders.
- Strong command of Microsoft Office Suite and other technology platforms. Enjoys learning new technologies.
- Self-starter, proactive, and effective; assumes initiative and is flexible and resourceful.
- Positive, cheerful, and intellectually curious.
- Willingness to travel (20-25%) and work occasional evenings and weekends.
- Valid driver's license.

TO APPLY

Send cover letter and resume to dmancuso@opted.org.