

# Senior Associate Dean of Student Affairs and Admissions

## Key Roles and Responsibilities

- Oversees the daily operations of the Undergraduate Medical Education (UME) student affairs and admissions functions liaising closely with students, administrative staff, faculty, and leadership to ensure excellent service to students.
- Assists in the design, delivery, and management of the student affairs and admissions functions in alignment with LCME standards.
- Oversees UME events including orientation, white coat ceremony, match day, and graduation.
- Oversees the day-to-day operations of the Offices of Student Affairs and Admissions.
- Provides resources for students to successfully navigate the application process for residency including writing the MSPE.