Position: Pre-med Director
Institution: International American University-College Arts and Sciences
Location: Dallas, TX – Administrative Office
Category: Faculty/Administration
Application Due: Open until filled
Type: Full time

Since its inception over 10 years ago, International American University, located at Vieux Fort in St Lucia, has experienced notable growth in student enrollment and recognition for its community engagement activities. The success both in the classroom and in the community clearly indicates its commitment to bringing about significant economic, social and academic development for the local residents. The diversity of degrees and courses offered is not only commendable but truly outstanding as IAU strives to maintain excellence through hiring skilled and expert faculty and recruiting students from all over the world who want to be part of this well-respected institution.

Position Overview
International American University –College of Arts and Sciences (IAU) seeks a Pre-med Director to lead the development and implementation of the Pre-medicine program, faculty hiring and training, teaching methodology, learning modalities, outcomes measurement, and program evaluation while ensuring compliance with the institution policy and procedures. The incumbent will be responsible for the overall clinical direction of the pre-medicine department, which include direct day-to-day functions of the program, supervising and evaluating department staff; coordinating the planning of the program, and teaching one program course per semester.

Expectations
Reporting to the President and Chief Operating Officer, and in coordination with the Program Director, the Pre-med Director will:

- Conduct continual reviews and plan for the intermediate and long-term development of the pre-medicine program
- Provide academic and educational leadership to faculty members, students and colleagues
- Serve as primary advisor to the executive, case management and clinical management regarding health and safety issues
- Recruit, select and oversee the professional development of medical–allied professionals
- Participate in the formulation and evaluation of goals and objectives for the department
Advises students with regard to progress through the program and application to the pre-med program; oversees program admissions and registration; keeps abreast of admissions and registration requirements and procedures.

Serve as counselor or chair of the Premedical Committee on Student Evaluations; serves as the institution’s representative to National Associations for Health Professions.

Teach courses as qualification and time permits.

Ensure the pre-med program operations are conducted in compliance with applicable state, federal, and local laws, regulations and ordinances within the guidelines and standards of accreditation.

Monitors recruitment and retention processes; assess student outcomes; maintain program web page; perform other duties as assigned.

Qualifications

- PhD within pre-med, healthcare or healthcare administration.
- 5-7 years of experience pre-medicine, healthcare administration, admissions, enrollment and academic advising within a new university setting.
- Previous supervisory experience managing professional and student staff preferred.
- Knowledge of Pre-medicine.
- Knowledge of higher education policies and procedures.
- Experience in online teaching and competent with online platforms.
- Strong interpersonal, team building, written and verbal communication skills.
- Ability to establish and maintain open lines of communication with administrators, faculty, students, and staff to ensure effective decision making and interaction.
- Technologically savvy, self-starter and entrepreneurial spirit.
- Ability to multi-task, provide high attention to detail and demonstrate a positive attitude.

Application Information

Please submit a cover letter and curriculum vitae to careers@IAU.edu.lc.