

# Assistant Dean for Student Recruitment, Admissions, and Affairs



**Join our dynamic team** of faculty at the Alabama College of Osteopathic Medicine (ACOM), where we are Inspiring Medicine through Human Touch®. ACOM is a private, nonprofit college and is the academic division of Southeast Health, a regional health system serving a 13-county area of 450,000 people. The College was founded to help address the national and regional primary care physician shortage, and to date, more than half of ACOM graduates are pursuing careers in primary care.

ACOM's success has been demonstrated through its history of excellence in residency match, as well as national and international recognition for outstanding performance in clinical simulation. As a mission-driven institution, ACOM is committed to academic excellence and is seeking faculty who exemplify the very best in medicine to train future osteopathic physicians.

## BENEFITS INCLUDE

- ▶ Competitive salary and comprehensive benefits package, with health, dental and vision insurance, 401a and 457b retirement plans (up to 7.5% match)
- ▶ Paid professional memberships, licensure and malpractice insurance
- ▶ Exempt, Full-Time Staff
- ▶ Paid vacation and sick leave
- ▶ Paid holidays and extended winter break
- ▶ Research opportunities available
- ▶ Access to digital medical library
- ▶ Paid leave for CME and expense allowance

**For more information about  
this position, please contact:**

**Kevin Broyles**

ACOM Director of Human Resources

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## POSITION DETAILS

The Assistant Dean for Student Recruitment, Admissions, and Affairs provides strategic leadership and active engagement in all aspects of student recruitment, admissions, matriculation, and other student affairs at the Alabama College of Osteopathic Medicine (ACOM). Reporting to and working closely with the Associate Dean of Student Services, the Assistant Dean plays a critical role in attracting and enrolling a highly qualified student body. This position involves both high-level oversight and direct participation in the operational details of the admissions and recruitment process, with all efforts aligned to ACOM's mission, vision, and strategic goals.

## DUTIES AND RESPONSIBILITIES

The Assistant Dean for Student Recruitment, Admissions, and Affairs shall perform the following duties:

- ▶ Support the Associate Dean of Student Services in advancing the mission, vision, and goals of ACOM through policy and program development related to admissions and student recruitment.
- ▶ Provide leadership, supervision, and mentorship for admissions, alumni, enrollment marketing, student affairs, and student life staff.
- ▶ Collaborate with financial aid and registrar personnel.
- ▶ Oversee the design, implementation, and evaluation of recruitment strategies to attract a diverse and highly qualified applicant pool.
- ▶ Direct and actively participate in all components of the admissions cycle, including application review, interview coordination, candidate evaluation, and matriculation processes.
- ▶ Ensure timely, accurate, and effective communication with prospective students, applicants, and matriculates.
- ▶ Partner with the Institutional Effectiveness division to collect, analyze, and report admissions and enrollment data to support decision-making, institutional reporting, and continuous improvement.
- ▶ Collaborate with stakeholders to identify enrollment trends, barriers to enrollment, and opportunities for growth.
- ▶ Collaborate with the Communications and Marketing division to develop, implement, and assess strategic marketing and communication plans for prospective student recruitment in collaboration with internal and external partners.
- ▶ Ensure compliance with all institutional policies and accreditation standards related to admissions, recruitment, and matriculation.
- ▶ Serve as a liaison between Admissions, Financial Aid, Registrar, Student Credentialing, and other institutional offices to streamline the student enrollment experience.
- ▶ Plan and execute admissions events, including open houses, interview days, recruitment fairs, and orientations.
- ▶ Represent ACOM at recruitment and outreach events locally, regionally, and nationally.
- ▶ Participate in institutional committees and contribute to accreditation activities and reports as assigned.
- ▶ Respond to inquiries from prospective applicants and currently enrolled students on a broad range of student services topics, providing accurate, timely, and professional communication.
- ▶ Perform other duties as assigned by the Associate Dean of Student Services.

## QUALIFICATIONS

### Required

- ▶ Doctoral degree (DO, EdD, MD, or PhD) in higher education, student services, enrollment management, business administration, or a related field.
- ▶ Ability to travel as needed for recruitment and outreach purposes.

### Preferred

- ▶ Minimum of five (5) years of progressively responsible experience in admissions and enrollment management, preferably in a medical or health sciences educational setting.
- ▶ Prior experience in osteopathic medical education.
- ▶ Previous teaching experience.
- ▶ Supervisory experience and demonstrated success in staff development and team leadership.

### Knowledge, Skills, and Abilities

- ▶ Excellent verbal and written communication skills.
- ▶ Strong leadership, team-building, and interpersonal skills.
- ▶ Demonstrated ability to develop, implement, and assess strategic enrollment initiatives.
- ▶ Ability to manage multiple priorities, meet deadlines, and maintain attention to detail.
- ▶ Proficiency in Microsoft Office, Customer Relationship Management (CRM) systems, student information systems, and data analysis tools.
- ▶ Knowledge of higher education admissions practices, compliance, and accreditation standards.
- ▶ Commitment to ACOM's mission, vision, and values.
- ▶ Previous teaching experience.
- ▶ Supervisory experience and demonstrated success in staff development and team leadership.

## About ACOM and Dothan

The Alabama College of Osteopathic Medicine (ACOM) is a comprehensive, four-year osteopathic medical college located in Dothan, Alabama. The city of Dothan has a low crime rate, a cost of living well below the national average and is about 90 minutes from the Emerald Coast beaches of Florida. Established in 2013, the college is the academic division of Southeast Health, a not-for-profit community health system that also includes a regional medical center, an extensive network of clinics and specialty services, and a philanthropic foundation; all serving a tri-state area including southeast Alabama, southwest Georgia, and northwest Florida.

### Pre-clinical curriculum:

- ▶ Systems-based integrated delivery with anatomy and molecular medicine cornerstones in first year
- ▶ Immersive simulation experiences and numerous standardized patient encounters
- ▶ Career development integrated in curriculum

### Clinical curriculum:

- ▶ Expansive network of qualified preceptors and training site since mid-2000s
- ▶ More than 30 core clinical training sites in Alabama, Florida, Georgia, and Mississippi
- ▶ Unique, mandatory clinical rotations in hospice care and rural medicine

### Dothan events and points of interest

- ▶ Future Masters golf tournament
- ▶ National BMX racing event
- ▶ Robert Trent Jones golf course
- ▶ National Peanut Festival
- ▶ Historic downtown district with restaurants and shops
- ▶ Downtown festivals
- ▶ The Carver Museum
- ▶ Wiregrass Museum of Art
- ▶ Mardi Gras parade
- ▶ Numerous biking and hiking trails

[Learn more about Dothan:](#)



## Driving Distances from Dothan

**ATLANTA** 3.5 hours | 200 miles  
**BIRMINGHAM** 3 hours | 195 miles  
**MOBILE** 3 hours | 195 miles  
**MONTGOMERY** 2 hours | 100 miles  
**PANAMA CITY** 1.5 hours | 80 miles  
**TALLAHASSEE** 1.75 hours | 100 miles

