



## OREGON COLLEGE *of* ORIENTAL MEDICINE

ocom.edu | 75 NW Couch Street, Portland, OR 97209 | 503-253-3443

# Vice President of Academic Affairs

Are you looking for an opportunity to work for an organization that is helping to change our world for the better? If so, Oregon College of Oriental Medicine (OCOM) might be the perfect place for you.

Our campus and offices are in the heart of Old Town Chinatown, in the LEED Gold certified remodel of the former Globe Hotel building. Tom McCall Waterfront Park and the Willamette River are just a block away. You'll also enjoy easy access to the MAX Light Rail, other mass transit, and cycling routes.

OCOM is a nonprofit graduate medical school in Portland, Oregon. Our mission is to transform health care by educating highly skilled and compassionate practitioners, providing exemplary patient care, and engaging in innovative research within a community of service and healing. OCOM's primary activities are providing studies for specialized graduate degrees; operating two teaching clinics, providing affordable care for patients and hands-on experience for student interns; and conducting acupuncture and Chinese medicine research. *For more information about the college, please visit [ocom.edu](http://ocom.edu).*

We are seeking a dynamic **Vice President of Academic Affairs** to join our team.

This is a full time position and is eligible for the OCOM employee benefits package, which includes medical, dental, college-sponsored LTD/STD plans, paid holidays, and paid days off.

Salary depending on experience.

## Position Summary

The Vice President of Academic Affairs (VPAA) serves as one of the principal academic leaders at OCOM and is responsible for overseeing the operation, implementation, evolution, and long-term success of the college's entry-level, professional degree programs and the doctoral programs. The role involves working with many stakeholders on campus including deans, faculty, teaching assistants, herbal medicinary director and clinical supervisors, staff, students, clinic patients, and members of the Program Committee of the Board of Trustees.

## Essential Functions

- BUDGETING – Oversee the annual budget for the graduate and postgraduate programs
  - Work with CFO, CEO, and deans on the annual instructional budgets
- CURRICULUM DEVELOPMENT – Provide curriculum oversight, and work with the deans, department chairs, and faculty to ensure regular curriculum review and updates, including:
  - Lead efforts to continue to improve linkages between ACAOM and CAB competencies, course learning objectives, assignments, and the overall college and program mission and goals
  - Serve in a leadership capacity with the Academic Steering Committee
- STUDENT PROGRESS – Work closely with the deans, department chairs, and faculty to ensure appropriate attention to student academic progress
- ASSESSMENT – Develop and improve academic assessment methods and techniques and use the results of assessments to ensure ongoing program improvement. Engage actively and provide leadership and relevant expertise to institutional and academic program and faculty assessment efforts.
  - Oversee the annual faculty and instructional work allocation process, including working with others to assure that needs assessment and classroom/clinic assignments align with academic goals and budgets.

*Continued*

- MENTORING AND TRAINING – Provide mentoring and guidance to a range of OCOM stakeholders, and oversee required training programs designed to ensure currency, including:
  - Mentor and supervise deans, associate deans, and assistant deans
  - Be available as needed for consultation with OCOM department chairs, providing coaching and mentoring as they grow professionally in their roles
- RISK MANAGEMENT – Manage risk related compliance issues on campus, as they affect the entry-level, professional degree programs:
  - Ensure appropriate oversight of CNT and other legal scope of practice issues in clinic (and classrooms)
  - Review academic policies and procedures periodically to ensure that they remain in compliance with regulatory bodies
  - Ensure curriculum is in compliance with requirements of regulatory bodies including USDE, ODA, ACAOM, and California and New Mexico acupuncture boards
- STRATEGIC LEADERSHIP – Work closely with the CEO and other executive team members to gather data and make recommendations related to academic and organizational strategic planning
- RESEARCH – Engage with OCOM assessment and research initiatives through mentoring, supervisor, oversight, training and original research as appropriate
- LEADERSHIP IN THE PROFESSION – Represent OCOM and the field in various state, national, and professional forums
- Other duties as assigned

## **Knowledge, Skills, and Abilities**

- Possess strong communication, organizational, writing, and analytical skills
- Demonstrated strong leadership and management skills
- Attention to detail and accuracy
- Proven record of problem analysis and resolution at both a strategic and functional level
- Strong customer orientation, both internal and external.
- Commitment to OCOM's mission and vision.
- A high degree of professional integrity; excellent written and verbal communication skills; patience and persuasiveness.
- Demonstrated capacity to function as a strong team player, focused on continuous quality improvement in academic systems, processes, and overall operations.
- Willingness to “roll up sleeves” as needed, to be thoroughly involved in the myriad academic details of the organization on a day-to-day basis.

## **Education and Experience**

- Doctoral degree in a health-related field required
- At least five years of experience in higher education administration
- At least three years of experience as an academic dean or program director in an AOM graduate program
- Curriculum development and program assessment experience is desirable
- Experience with accreditation in higher education, prefer experience with ACAOM, CAB, or other state accreditations
- AOM training preferred but not required
- Research and/or assessment experience is desirable

## To Apply

1. Email cover letter and resume (.pdf format only) to **HR@ocom.edu** with the position title "Vice President of Academic Affairs" as the subject line. Please name your application files as "Lastname\_Firstname\_Document name" (e.g., Smith\_Joan\_Resume.pdf).
2. In your cover letter, please specifically highlight your relevant experience and skills.
3. Please mention how you learned about this opening.

## Notice of Nondiscrimination

OCOM recognizes the individual dignity of each employee, student, patient, volunteer, and job applicant. OCOM does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital or familial status, sexual orientation, gender identity, veteran status, or any other basis prohibited by local, state, or federal law.

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs, including areas such as admissions, financial aid, scholarships, course offerings and access, employment, and other services. Title IX protects students and employees, both male and female, from unlawful sexual harassment, including sexual violence, in college programs and activities. OCOM has designated a Title IX Coordinator to whom questions or concerns about this notice should be addressed: Amber Appleton, 75 NW Couch Street, Portland OR 97209, or **titleix@ocom.edu**.

This policy complies with the spirit and the letter of applicable federal and local laws, including Title IX of the Education Amendments of 1972 and its implementing regulations, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.