

**Job Title:** ACADEMIC DEAN

**Location:** Wongu University of Oriental Medicine

**Qualifications:** Doctoral degree in AOM, state license to practice AOM and/or in accordance to Nevada State Bill 393 (SB393) of 2015, 5 years' experience in academic leadership

**About Us:**

Founded in 2012 in Las Vegas, Nevada, Wongu University of Oriental Medicine is the first and only Oriental Medicine school in Nevada approved to grant a Master of Science degree in Oriental Medicine.

The mission of Wongu University is to educate students to become skilled Oriental Medicine practitioners who possess compassion and integrity. Oriental medicine is one of the oldest systems of medicine in history and has been used for thousands of years to prevent, diagnose, and treat disease.

Wongu University of Oriental Medicine and its master's-level program in Oriental medicine (MSOM) received accreditation in 2019 from the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM). ACAOM is recognized by the United States Department of Education as the specialized accreditation agency for institutions/programs preparing acupuncture and Oriental medicine practitioners.

Also, Wongu University's Master of Science in Oriental Medicine (MSOM) program has been approved by the California Acupuncture Board to be listed as a board-approved training program.

**Job Summary:**

The Academic Dean will provide administrative service to faculty and students, as well as other stakeholders. He or she will assist in strengthening instructional programs through strategically planned, standards-based approaches with a focus on narrowing achievement gaps. This position will provide leadership in the areas of curriculum, instruction, assessment, and planning.

**The Academic Dean is responsible and accountable for the following:**

1. Assists in program implementation and curriculum development.
2. Promoting the welfare of the institution in concert with the institution strategy plan, institution's missions, program purposes and goals, program educational objectives. Providing a system of advising for all students and faculty.
3. Maintaining an environment of collegiality and shared governance. Maintaining effective communication among students, faculty, directors, Associate Dean, and staff within the academic unit personnel, and with the administration.
4. Serving as a liaison to relevant professional associations as well as state and national regulatory and accrediting agencies.
5. Provide support to the President and assigned staff for the time sensitive report related to the institution compliance on state and accrediting agencies (e.g. CPE licensure, ACAHM, etc).
6. Overseeing the preparation of class schedules, assigning faculty, evaluation and development activities related to faculty performance and complying with institutional reporting requirements.
7. To ensure compliance with legal requirements of government regulations and agencies; to maintain the educational standards established by the State of Nevada and by those agencies that examine and accredit the institution.
8. Oversees all student services and activities associated with student services, student's rights and responsibilities, student code of conducts and satisfactory academic progress.

9. Coordinate with President, Librarian and assigned staff for the library development plan and implementation
10. Attending major university events such as new student orientation, graduation, faculty meeting, etc.
11. Lead the academic standards committee.

Please submit a cover letter, resume, and at least three references to:

**Human Resource Office:** [hr@wongu.edu](mailto:hr@wongu.edu)