

Job Title: ASSOCIATE DEAN OF ACADEMIC AFFAIRS

Location: Wongu University of Oriental Medicine

Qualifications: Master's degree in AOM, Doctoral degree preferred.
State license to practice AOM and/or in accordance with Nevada State Bill 393 (SB393) of 2015 Experiences in academic administration

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.

The Associate Dean of Academic Affairs is responsible and accountable for the following:

1. Provide general support to the Academic Dean in the program and curriculum plan and achievement, maintaining compliance with the applied state and federal requirements, standards, and regulations set by the accrediting agencies and state board
2. Provide faculty support whenever needed
3. Assist in assessment and compliance processes, in conjunction with the Academic Dean and institutional governance
4. Prepare the Academic Standards Committee meeting agenda and minutes
5. Prepare and assist in setting up the faculty meeting agenda and minutes
6. Coordinate with core faculty to develop and update the institutional exam question bank
7. Coordinate with the Academic Dean to organize the course and faculty performance evaluation including the faculty development plan
8. Assists the Academic Dean and other assigned staff related to the library development plan and implementation
9. Assists student services and admissions in supporting academic activities, course planning, student counseling, and alumni development
10. Assists student services in providing counseling related to preparation for board licensure and examination registration, national exam certification process, and preparation.

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

Human Resource Office: hr@wongu.edu