

MOREHOUSE SCHOOL OF MEDICINE
POSITION DESCRIPTION

TITLE: Senior Advisor to the President

DEPARTMENT: President's Office

REPORTS TO: President

POSITION SUMMARY: Assist the President in the design and implementation of strategic initiatives and in positive representation of the School to the community and potential funding sources. Serve as a member of the faculty in the Department of Community Health and Preventive Medicine.

POSITION ACCOUNTABILITIES AND ESSENTIAL FUNCTIONS:

1. Provide leadership for high-priority MSM initiatives related to governmental relations, community health, research enterprise development, and international health
2. Provide management oversight for the Office of Planning and Institutional Research, including Title III Administration
3. Represent the School and the President at various meetings and events
4. Execute teaching-related projects as requested by the Chair, Department of Community Health and Preventive Medicine
5. Other projects as assigned by the President

KNOWLEDGE, SKILLS & ABILITIES

1. Extensive understanding of medical education
2. Strong leadership skills; ability to establish and articulate a vision, set goals, develop and execute strategies
3. Strong negotiating and consensus building abilities; ability to work collaboratively with diverse constituencies
4. Ability to conduct research; excellent analytical skills
5. Public speaking and presentation skills; excellent written communication skills
6. Ability to supervise.

SUPERVISORY RESPONSIBILITIES

- Director of Planning and Institutional Research

MINIMUM QUALIFICATIONS

- Terminal degree

- Minimum 10 years experience in medical education, 5 years experience in public policy development and implementation, program administration experience, supervisory experience