

# Job Posting

EQUAL EMPLOYMENT OPPORTUNITY  
**CONVOCATORIA NO. 202324-T-11-13**

IGUALDAD DE OPORTUNIDADES DE EMPLEO  
Mujeres, Minorías, Veteranos Protegidos y Personas con Discapacidad

JOB TITLE / TÍTULO DEL PUESTO	OFFICE OR DEPARTMENT / OFICINA O DEPARTAMENTO	SALARY / SALARIO
<b>Director of Academic Program of Biomedical Sciences</b>	<b>School of Veterinary Medicine Gurabo Campus</b>	<b>According to pay range</b>
<b>DEADLINE FOR APPLICATIONS / FECHA LÍMITE PARA SOLICITAR</b>		
Applications will be accepted until:		
<b>REQUIREMENTS / REQUISITOS</b>		
<ul style="list-style-type: none"> <li>• Doctor of Veterinary Medicine (DVM) or international equivalent required.</li> <li>• Board Certification or equivalent required.</li> <li>• Five (5) years of academic and administrative experience in the university field in related roles.</li> <li>• Demonstrate mastery of business productivity technology tools as well as remote communication technologies to support their functions and offer physically (on site) and remote services.</li> <li>• Knowledge of the academic areas of veterinary medicine programs.</li> <li>• Knowledge of modern supervision and management theories and practices.</li> <li>• Knowledge of the organization and structure of an academic institution.</li> <li>• Ability to work effectively with faculty, administrative employees, students, and the community.</li> <li>• Ability to make decisions of high responsibility.</li> <li>• Ability to prepare written reports in a clear and concise manner.</li> <li>• Ability to effectively express orally and in writing in English.</li> <li>• Ability to prepare well-structured strategic plans.</li> </ul>		
<b>DESCRIPTION / DESCRIPCIÓN</b>		
<ul style="list-style-type: none"> <li>• Develop and submit to the Associate Dean for Academic Affairs the programming of courses of the Academic Program of Biomedical Sciences.</li> <li>• Participate in the recruitment process and supervise the teaching and non-teaching staff assigned to the academic program under responsibility.</li> <li>• Develop managerial and statistical reports related to the academic program, as required.</li> <li>• Monitor compliance with the work plan assigned to the faculty of the academic program.</li> <li>• Comply with the policies, manuals, academic procedures, and executive orders that apply to the teaching and non-teaching staff of the program.</li> <li>• Collaborate in the design of the laboratories and the learning experiences in Biomedical Sciences.</li> <li>• Identify training needs and promote its activities according to the plan.</li> <li>• Comply with the actions established in the licensing and accreditation plan according to the academic offering of the academic program.</li> <li>• Collaborate in the operational budget request process.</li> <li>• Recommend to the Associate Dean for Academic Affairs the purchase and replacement of materials and equipment required for the student success of the academic program.</li> <li>• Recommend to the Associate Dean for Academic Affairs the development of new academic programs and participate in the creation of these.</li> <li>• Support the enrollment processes efforts to achieve the institutional goals.</li> <li>• Collaborate with the strategic retention plan and offer recommendations for the fulfillment of the established goals.</li> <li>• Comply with the provisions of the Faculty Manual in the aspects of evaluation and rank promotion.</li> <li>• Coordinate the participation of the faculty in the development of new academic programs or the curricular review of existing programs.</li> <li>• Comply with the requirements of the Office of the Registrar in relation to the academic offerings of the program.</li> <li>• Convene and conduct regular meetings with the faculty of the program.</li> <li>• Provide teaching/lecture and laboratory training in Biomedical Sciences.</li> <li>• Participate in extramurally funded research, including collaboration with external partners and student research advising.</li> </ul>		
<b>PROCESS / PROCESO</b>		
<p>If you are qualified and interested in becoming part of Ana G. Méndez University, you must complete the electronic employment application by accessing to <a href="https://jobs.uagm.edu/">https://jobs.uagm.edu/</a>. This institution does not exclude from participation, or denies benefits, or discriminate against any person because of age, race, color, sex, sexual orientation, gender identity, national or social origin, social status, political affiliation, political or religious ideas, for be a victim or be perceived as a victim of domestic violence, sexual assault or stalking, for being military, former military, serving or have served in the Armed Forces of the United States or hold veteran status. Persons with a disability, who need accommodations to attend the interview, should contact the Recruitment Division of Human Resources Department.</p> <p>"EEO Employer &amp; Affirmative Action for Minorities/Females/People with Disabilities/Veterans"</p>		