

**POSITION ANNOUNCEMENT**  
**Lead Academic Advisor – School of Medicine**



**About the Position**

The School of Medicine is seeking a dynamic and student-centered **Lead Academic Advisor** to support the academic success and professional development of medical students.

This role plays a key leadership function in implementing structured academic advising, early alert systems, and comprehensive student success initiatives to ensure student achievement, wellness, and progression through the medical curriculum.

**Key Responsibilities**

- Provide academic advising and individualized student success planning
- Lead early alert and academic monitoring systems
- Coordinate tutoring and academic support services
- Develop and track academic intervention plans
- Support student wellness and counseling referrals
- Assist with USMLE Step 1 academic preparation
- Collaborate with faculty and Student Affairs
- Monitor student outcomes and program effectiveness

**Qualifications**

- Doctoral degree (EdD, PhD, or related field preferred)
- Experience in higher education, academic advising, or student success
- Strong commitment to student-centered education
- Experience in medical education is highly desirable

**Why Join Us**

This position offers the opportunity to directly impact medical student success through structured advising systems, early intervention strategies, and holistic student support aligned with LCME standards.

**Application Process**

Interested candidates should submit a curriculum vitae and letter of interest for consideration to [orlandotorres@psm.edu](mailto:orlandotorres@psm.edu).

