



JOB TITLE: ADMISSIONS LEAD

JOB REFERENCE: MED 011/2023

CLOSING DATE: OPEN UNTIL FILLED

STARTING DATE: AS SOON AS POSSIBLE

About Western Balkans University

Western Balkans University (WBU) is a private higher education institution in Tirana/Albania, with a special focus on Medicine, Medical Sciences, Technology, Economy and Innovation. WBU offers first, second, and third cycle study programs.

The university runs under a special framework of cooperation with “American Hospitals Group” and “Tirana Hygeia Hospital”. The close partnership with these hospitals is a strong indicator of the scale of ambition of the institution. WBU aims to be among the leading universities in Southeast Europe and to attract the best students by offering high-quality education that prepares students for the modern international labour market.



Vision

To have a transformative impact on society through continual innovation in research, education, creativity, and entrepreneurship.



Mission

To create a transformative educational experience for students focused on: deep disciplinary knowledge; problem solving; leadership, communication and interpersonal skills; and personal health and well-being.

Background

WBU is creating an innovative modern medical programme, the first of its kind in the area, in consultation with the Cambridge University Medical Education Group (CUMEG), UK. WBU aims to recruit motivated students, produce exceptional graduates, and create a self-sustaining ecosystem of medical practitioners and educators. The medical course will be highly integrated, centred around inquiry-based learning, and composed of ten integrated longitudinal curricular themes (e.g., Professionalism; Biosciences; Systems and Stages of Care) as well as system-based and clinical specialty-based learning modules. WBU medical students will train primarily within the “American Hospitals Group” and “Tirana Hygeia Hospital” across several sites and will have clinical exposure throughout the course, beginning in Year 1.

Purpose of the role

The post holder will work alongside the Dean to develop and implement an admissions process for the medical course at WBU. The Admissions Lead is required to develop, lead and quality assure an evidence-based multistage admissions process. The Lead will also be responsible for the development and provision of transparent and up-to-date information for applicants and stakeholders in an online format and will contribute to ‘open day’ and ‘offer-holder’ events. The activities of the Admissions Lead will require liaison with the relevant central university personnel/teams and will be overseen by relevant committees.

The main duties will include:

Admissions

1. Develop and lead the WBU medical course admissions (student selection) strategy and the processes to ensure the needs of all stakeholders and relevant policies (institutional and governmental) are satisfied.
2. Develop and utilize contemporary evidence-based admissions methods that enhance the ability of WBU to select applicants most likely to excel in their medical training and career.
3. Develop high quality admissions processes and content, including supporting materials and scoring/assessment criteria.
4. Coordinate and deliver training related to admissions which promotes best practice standards and consistency and enhances inclusive practices.

5. Review and process applicant data (e.g., Casper and Multiple Mini Interview (MMI) selection centre scores, and academic success).
6. Oversee and quality assure all aspects of the MMI selection process (i.e., planning, development, assessor training, delivery, assessor observation, post-hoc review and interpretation of statistical analysis).
7. Lead, manage, and train members of the WBU admissions team, including: administrative staff, MMI assessors, simulated patients and student assistants/chaperones to ensure effective delivery and development of the WBU admissions process.
8. Develop and implement robust quality assurance processes both before and after admissions events, and utilize data to ensure iterative enhancements.
9. Analyse applicant performance using recognised statistical methods to ensure the validity, reliability, and generalisability of admissions processes, and to inform necessary adaptations.
10. Develop and review admissions-related information for faculty and students to ensure accuracy and transparency.
11. Contribute to relevant marketing materials and events (e.g., University open days) where required.
12. Develop relationships with key individuals and organisations involved in student selection processes, including participation in relevant international meetings/events related to admissions.
13. Respond to applicant, faculty, assessor, and student queries and feedback in a professional and timely manner.

Research and Scholarship

1. Engage in relevant subject, professional, pedagogic or practitioner research and other scholarly activities, either individually or collaboratively.
2. Apply knowledge acquired from scholarship and/or research to admissions processes within the University.
3. Contribute to the development of student admission strategies.
4. Identify and lead/contribute to cross-curriculum projects.
5. Identify sources of funding for scholarly activities.

Administration and Other Activities

1. Attend relevant team and departmental meetings and participate (where required) in other committees and working groups within the Medicine Program and University.
2. Provide leadership to those working within relevant areas.
3. Contribute to the efficient management and administration of the Medicine Program, by performing allocated administrative duties and by taking on appropriate responsibilities.
4. Develop individuals and teams through the appraisal system (e.g., as line manager) and by provision of advice on personal development.
5. Act as a mentor to peers and colleagues.
6. Ensure compliance with health and safety regulations in all aspects of work.
7. Work collaboratively with the administrative office staff to ensure timely communication with faculty and other staff members associated with the Medicine Program and delivery of the medical courses.

Role details

Salary	As decided
Hours/contract type	At least 16 hours/week
Grade	At least PhD or medical degree (MD) holder with specialization in a relevant discipline
Faculty	Medicine

Requirements

	Essential	Desirable
PhD in a relevant discipline or equivalent experience (e.g., MD with clinical qualification).	X	
Qualification in teaching and learning in medical/higher education (e.g., degree, postgraduate certificate, or recognition against a professional standards framework).		X
Ability to lead the development and delivery of admission processes for a modern medical course.	X	
Evidence of success in leading admissions processes within higher education (e.g., institutional, national or international review or award).	X	
Ability to use and apply a range of evidence-based admissions strategies and techniques.	X	
Experience of the attributes, values and attitudes required in a medical student and junior (early career) doctor.		X
In-depth knowledge of quality assurance processes relevant to admissions/selection.	X	
Ability to develop innovative admissions processes.		X
Evidence of relevant continuous professional development.	X	
Track record of relevant scholarly activity.		X
Experience working in a complex and changing environment.	X	
Working collaboratively with external stakeholders.		X
Aware of regional policies in higher education and/or healthcare relevant to ensuring university/medical school compliance.		X
Understanding of equal opportunity and diversity-related issues, their impact in education and strategies for mitigation.		X

Information about the Program

The Medicine Program at WBU will provide students with an intellectual, professional and versatile training, while presenting a variety of concepts and perspectives in the field of medicine.

The mission of the study program is to offer students a curriculum in accordance with the highest professional standards. The program will provide students with modern concepts of medical care and health via high quality education and research, and will prepare and train students to identify and answer fundamental questions in the mechanisms of disease prevention and treatment, medical sciences and health care delivery. Medical doctors graduating from the course will possess a blend of professional knowledge, skills, values and behaviors that enable them to provide holistic patient-centered care.

Terms of appointment

The successful candidate will be joining a new and developing academic program and team which incorporates research and teaching responsibilities. The position provides an opportunity to work with a diverse and friendly community within excellent facilities, and an opportunity to collaborate with health care providers (e.g., hospitals, primary care).

The position is offered by Western Balkans University (address Tirana- Durrës highway, Km.7, Tirana, Albania), which is an equal opportunity institution that promotes and supports professional growth and development also in the framework of scientific research that is internationally excellent and leads to high-impact publications.

The working hours are estimated to be minimum 16 hours/week. Working hours and schedule as decided between parties can be considered.

How to Apply

The candidate must submit electronically the following documents:

For the application phase

1. Application through the WBU website (<https://wbu.edu.al/>)
2. Letter of motivation
3. Details of two referees

Before the interview if the candidate is notified the following documents should be submitted via email at hr@wbu.edu.al

1. Photocopies of diplomas and lists of grades of university/specialization studies of all cycles of the candidate (If the candidate has completed studies abroad, the relevant degree recognition document in the Republic of Albania will be required prior to start working)
2. Photocopy of the identity card/passport
3. Photocopies of evidence/diplomas/attestations of the academic grades/titles
4. Photocopies of conference certificates (if any)
5. Photocopies of publication`s cover pages (if any)

If the candidate is qualified to start the position the following documents are needed to be submitted:

- Notarized copies of all the documentation required after the interview phase
- Pre-employment medical assessment report
- Evidence/self-declaration of judicial status
- Two reference letters
- Any other document that supports the fulfillment of the criteria
- One 4 x 6 photo

APPLICATION PROCEDURE

- The application can be done through the website <https://wbu.edu.al/en/vacancy>
- The documents shall be submitted electronically during the application to the *e-mail address: hr@wbu.edu.al* within the determined deadline.
- The selection of qualified candidates is conducted based on two stages: personal documentation file review and the interview if the candidates are notified.
- Notification of the decision of the recruitment commission to the candidates shall be done through the official e-mail of the university to the candidate's e-mail address (as declared in the application phase).