

Applications are invited for the position of Associate Dean, Health Professions Student Affairs, Faculty of Medicine, University of Toronto, for a five-year term beginning January 1, 2018.

The Position

Reporting to the Vice Dean, MD Program, the Associate Dean, Health Professions Student Affairs, has overall responsibility for designing, planning, implementing and evaluating the student affairs portfolio, including MD Program students, MD/PhD program students, Physician Assistant students, Rehabilitation Sciences students and students in the Medical Radiation Sciences at both the St George and Mississauga campuses.

Responsibilities

- Designs, plans, develops, implements, and evaluates student support services provided to the MD Program, MD/PhD, Medical Radiation Sciences, Physician Assistant, and Rehabilitation Science programs.
- Leads the design, implementation, and evaluation of the MD Program Wellness and Resilience Curriculum.
- Oversees, and revises as needed, the existing structures relating to: the provision of academic and learning services and provides individual student consultation, career counselling and management services to medical students in all 4 years; provides direct career management counselling/curriculum development and faculty development in student career advising; personal counselling services; and, the provision and development of all aspects of the Division of Service Learning and Outreach in the Office of Student Affairs.
- Assures that student support services are provided in a fair, equitable, confidential and procedurally efficient manner in keeping with the extant goals and objectives of the Faculty and of the various programs for which services are provided.
- Assures that effective mechanisms are in place for program and administrative staff development and evaluation and provides mentoring to administrative staff in matters related to the function of the student affairs portfolio.
- Attends Boards of Examiners (BOE) meetings (MD Program, Physician Assistant and Medical Radiation Sciences Programs) and initiates referrals to the Board of Medical Assessors and reports information to the Faculty of Medicine Undergraduate Board of Medical Assessors regarding students referred by the BOE.
- Interacts regularly with students, including the MedSOC President, faculty and administrative staff to develop and sustain an administrative and working environment which facilitates the provision of student support services, promotes professionalism, and stimulates a positive work environment for both cooperative and independent completion of assigned tasks.
- Maintains ongoing oversight for provision of student services specific for the medical students based at the UTM campus. Relates to all relevant UTM faculty portfolios in support of medical students and works collaboratively with the Regional Associate Dean.
- Works Collaboratively with the Director of Wellness in the Post MD Program
- Represents the Faculty of Medicine at: relevant University of Toronto committees that involve issues with student life, professional programs, student health and safety; at provincial and national forums including the Association of Faculties of Medicine of Canada (AFMC) in all matters relevant to the Student Affairs portfolio; and, at the Council of Ontario Faculties of Medicine (COFM) meetings.

Qualifications

- Significant experience in senior level faculty or administrative position(s).
- Demonstrated track record of outstanding leadership in medical education.
- Excellent skills creating and managing partnerships; exceptional interpersonal skills.
- Eligible for medical licensure in Ontario and a full-time clinical academic appointment at the University of Toronto.

Applications, consisting of a letter of interest and accompanying CV should be submitted in confidence to: Dr. Patricia Houston, c/o Jennifer Holland, Manager, Office of the Vice Dean, Faculty of Medicine (md.vicedean@utoronto.ca) by **July 26, 2017**.

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons/persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.