Applications are invited for the position of Director, Career Advising System in the MD Program.

The Director, Career Advising System is responsible for the development, implementation, and evaluation of the career advising system. The Director reports jointly to the Vice Dean, MD Program, and, the Associate Dean, Health Professions Student Affairs.

Faculty members interested in this position are encouraged to submit a letter of application, an up-to-date curriculum vitae and education dossier by Friday, December 21, 2018 at 12:00 p.m. to:

Dr. Patricia Houston
Vice Dean, MD Program
University of Toronto
patricia.houston@utoronto.ca

and

Dr. Antonio Pignatiello
Associate Dean, Health Professions Student Affairs
University of Toronto
tony.pignatiello@utoronto.ca

Electronic submission is preferred.

Any questions, please contact

Dr. Patricia Houston, patricia.houston@utoronto; and
Dr. Antonio Pignatiello, tony.pignatiello@utoronto.ca

Full job description follows, and available online at: http://www.md.utoronto.ca/careers
Position Description: Director, Career Advising System

Background and Rationale

The MD Program aspires to support our students to have an excellent educational experience within a supportive learning environment. We have developed MD Program Goals to guide the development, implementation and evaluation of all of our programs.

The MD Program has identified career exploration and comprehensive support of career planning as an essential experience for all students. The Director is responsible for the development, implementation and evaluation of the career advising system. The Director will oversee key, formal and informal components of the Career Advising System. This includes ensuring equitable access to local supports and subject matter experts, and the integration and assessment of curricular career development components across all four years. The Director will identify and respond to academy-specific career advising needs equitably across the St. George and the Mississauga Academy of Medicine and support increased faculty engagement.

Leadership and Organization

The Director will work closely with the Directors of Foundations and Clerkship, Director of Electives, Academy Directors, the Associate Dean Regional Medical Education and others as required, and will report to the Associate Dean of Health Professions Student Affairs. Active engagement of students and student leadership will also be integral to this role.

Development and Management

The Director will oversee the development of the formal and informal aspects of the career advising system within the MD Program, including but not limited to:

1. Identifying, implementing and evaluating career development content along the 4 year continuum of the MD Program
2. Supporting curricular elements in Foundations in the Integrated Clinical Experience – Enriching Education Experiences
3. Providing physician oversight, supervision and support for the career counsellors and informal/co-curricular events.
4. Providing physician perspective and student specific career counselling in conjunction with the activities of the Office of Health Professional Student Affairs (OHPSA).
5. Overseeing the development of local faculty supports, facilitators, and subject matter experts to assist with the career development curriculum, electives planning, the extended clerkship program (MEC), and the CaRMS/residency applications processes.
6. Collaboratively developing, implementing and evaluating the Career Components for the Clerkship Core Learning Days
7. Referring student issues to the Directors, Foundations and Clerkship and Curriculum Leads as required
8. Preparation of an annual report

Qualifications and Skill Required:

1. Demonstrated abilities in teaching and medical education.
2. Dynamic leader with capacity for collaboration and innovation
3. Interest in and understanding of the career development needs of students at multiple levels of training
4. Advanced awareness of the medical career environment nationally and locally, and an understanding of the existing ‘best practices’ in career advising

Term

The term for this appointment is 3 years with the potential to renew upon review.