Applications are invited for the position of Director, MD Admissions and Student Finances.

The role of Director, MD Admissions and Student Finances, has overall academic responsibility for (1) the design, plan, implementation, assessment, and evaluation of the admissions processes to and within the MD program, (2) the development, implementation, assessment, and evaluation of financial aid programs for students enrolled in the MD program. The Director also has shared academic responsibility with the Associate Dean, Learner Affairs, for the design, development, implementation, assessment, and evaluation of outreach, support, and diversity recruitment programs for priority student populations identified in the Temerty Faculty of Medicine’s Diversity statement.

The time commitment for the position is equivalent to approximately three days per week.

To be eligible for this opportunity, you must have an active academic appointment at the University of Toronto.

Faculty members interested in this position are encouraged to submit a letter of application, an up-to-date curriculum vitae and education dossier by the deadline, to:

Marcus Law, MD MBA MEd CCFP FCFP
Associate Dean, MD Program
Marcus.Law@utoronto.ca

Care of and copy to Barbra MacDonald, Executive Assistant
Office of the Associate Dean, MD Program
md.assocdean@utoronto.ca

Deadline: Monday, January 8, 2024 by 10:00 a.m.

Please direct any questions to Marcus.Law@utoronto.ca.

Full job description follows, and available online at: http://www.md.utoronto.ca/careers
Director, MD Admissions and Student Finances

The MD Program is committed to providing our students with an excellent educational experience in a supportive learning environment. The MD Program Goals and Competency Framework guides the design, development, implementation, assessment, and evaluation of our programs.

Role Description

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This position reflects the MD Program’s commitment to an educational model and culture that educates physicians to meet their personal, professional, and social responsibilities; to address the health needs of diverse individuals and populations across local, national, and global settings; to respond to the health needs of the local communities; to work collaboratively in healthcare teams; and, to lead change to improve health care systems. The position is equivalent to approximately three days per week.

Leadership and Organization

The Director reports to the Associate Dean, MD Program and works collaboratively with the Director, Enrolment Services and Faculty Registrar, and the Associate Dean, Learner Affairs. The Director is a member of the MD Program Executive Committee and Chairs separately the MD Program Admissions Committee, Financial Aid Committee, and Awards Committee.

Development and Management

A. Admissions and Student Finances

1. Report to and meet regularly with the Associate Dean, MD Program, regarding all aspects relevant to the Admissions and Finance Portfolios and medical student diversity.
2. Prepare annual reports on Admissions, Student Financial Aid and Diversity of First Year Entry Medical Student Class for the Associate Dean, MD Program, and define and recommend Medical Student Diversity and Student Finance program objectives, structures, processes, and outcome evaluation strategies.

3. Oversee provision of student admissions, medical student diversity, finance information and outreach to appropriate organizations, academic institutions, and prospective applicants.

4. Ensure that the admissions and student finance processes are fair, equitable and procedurally efficient, meet relevant accreditation standards and are tied to the goals and objectives of the Faculty and the MD Program.

5. Ensure that all accreditation standards relevant to admissions, student finances and medical student diversity from CACMS are adhered to. Prepare relevant sections of accreditation reports as required.

6. Receive, consider, and act upon reports relevant to the Admissions and Student Finance portfolios and medical student diversity, which may arise from students, faculty, or external bodies.

7. Maintain membership in and represent the University of Toronto, Temerty Faculty of Medicine at relevant provincial, national and international forums related to Admissions, Student Finance and medical student diversity.

8. As appropriate, share, present, and publish scholarly findings relating to the design, implementation and outcomes of the admissions and student finance processes and medical student diversity initiatives.

9. Perform other duties as appropriate, in consultation with the Associate Dean, MD Program.

B. Admissions

10. Provide academic leadership and oversight in the design, plan, implementation, assessment, and evaluation of the admissions process to the MD program and integration of admissions processes across the MD program, including combined and dual degree program admissions processes. Provide appropriate academic consultation regarding admissions processes to other Temerty Faculty of Medicine programs.
11. Design and implement innovations in admissions that align with MD program outcomes, curricular and assessment framework.

12. Develop admissions policies and practices that recruit adaptable, reflective learners with a growth mindset.

13. Establish terms of reference and operating procedures, chair the MD Program Admissions Committee, which meets monthly or at the call of the Chair, and maintains a formal agenda and minutes. Ensure committee structure and process is in full compliance with all accreditation standards.

14. Establish and maintain positive, strong links with other MD Program portfolios, including the Curriculum Office, Office of Learner Affairs, Academies, MD/PhD Program, the Office of Inclusion and Diversity, and Office of Indigenous Health.

15. Report regularly at meetings of the MD Program Executive Committee, MD Program Curriculum Committee, MD/PhD Admissions Committee, and other senior committees of the MD Program as appropriate.

16. Work in collaboration with other MD Program and Temerty Faculty of Medicine portfolios regarding the Temerty Faculty of Medicine’s strategic goals regarding social responsibility and the Temerty Faculty of Medicine’s diversity statement by developing, implementing, assessing, and evaluating outreach and enrollment strategies to ensure that the mandate of social responsibility and diversity of student applications is fulfilled.

17. Provide appropriate academic consultation to Temerty Faculty of Medicine’s Board of Examiners/Board of Medical Assessors regarding student admission and retention planning.

C. Student Finances

18. Provide leadership and oversight in the design, implementation, assessment, and evaluation of medical student financial aid programs, including student financial aid, scholarship funding, and bursaries.

19. Establish terms of reference and operating procedures, chairs the MD Program Financial Aid Committee and the MD Awards Committee, which meets monthly or at the call of the Chair, and maintains formal agendas and minutes. Ensure diverse representation with regard to financial aid and awards committees. Ensure the committees' structures and processes are in full compliance with all accreditation standards.
20. Provide leadership in the development and administration of scholarship funding; interact with the Office of Advancement and other sources of student assistance; and liaise with the University, faculty, government, students and other stakeholders to maximize the access of students to all available forms of financial aid.

21. Interact regularly with students, faculty, and administrative staff to develop and sustain an administrative and working environment which facilitates the admissions, medical student diversity initiatives and student finance processes. Promote professionalism and stimulate a positive work environment that supports cooperative and independent completion of assigned tasks.

Qualifications and Skills Required:

The Temerty Faculty of Medicine is strongly committed to diversity and intentional inclusion within its community and particularly encourages applications from racialized persons/persons of colour, women, Indigenous/Aboriginal People of North America, persons with disabilities, 2SLGBTQIA+ persons, and others who may contribute to the further diversification of ideas.

1. Demonstrated experience in health professional education with a focus on admission processes and awards development and management through a lens of innovation.
2. Demonstrated skills in innovation in medical education and change management.
3. Demonstrated skills in conducting medical education research and publishing in peer-reviewed medical education journals.
4. Demonstrated skills in the assessment of learners and expertise in MD training outcomes.
5. Demonstrated strength in developing, implementing, and assessing programs to enhance enrollment of domestic and international students with the competencies to ensure success in the MD Program.
6. Demonstrated knowledge and skills in leadership and advocacy.
7. Demonstrated capacity for collaboration and application of collaborative processes.

Term

The term for this appointment is for five years, with the potential to renew contingent upon a successful annual review and performance.

To be eligible for this opportunity, you must have an active academic appointment at the University of Toronto.