

Undergraduate Medical Education (UGME) Program Leadership Position

UGME DIRECTOR OF CAREER DEVELOPMENT

McMaster's MD Program is committed to a self-directed medical education curriculum which is delivered within a distributed medical education network. The role of Director of Career Development is a newly created one. The faculty member appointed to this role will be responsible for overseeing career planning longitudinally throughout the MD Program. This will occur through collaboration and coordination with other MD Program leaders and team members in Electives, Student Affairs, Professional Competencies, Pre-Clerkship, Clerkship and Post-Graduate Medical Education, across all campuses.

The Director of Career Development will be responsible for coordinating, developing and overseeing formal and informal educational programming related to early career exploration, professional identity development, choice of electives and specialties, mentorship, and preparation for the residency match process, in consideration of population needs and social accountability, in the grander context of the existing curriculum. There may also be limited expectations of work with students on an individual or small group basis. The Director of Career Development will work with Post-Graduate Medical Education colleagues to oversee a working group responsible for developing and implementing a longitudinal process for career planning and professional identity development. This may include collaborating and providing input for: admissions processes for UGME; improving student wellness and residency match rates through the development of an explicit career planning and professional identity development process which builds resilience, flexibility, self-awareness, and consequently, improves prospects of career success; standardizing selection processes for UG students by PG programs; and increasing transparency in PG selection processes.

The ideal candidate will have knowledge of McMaster's MD Program; and experience, training, and/or expertise in curriculum development, career planning, mentorship, and student support.

Major Responsibilities of the Director of Career Development

1. Contribute to, develop and maintain a longitudinal program of career planning and professional identity development, including medical student-organized programming and initiatives, formal and informal curriculum and resources (existing and new), focused on:
 - a. Choice of medicine as a career

- b. Being a successful student in the medical education community
 - c. Medicine in our community: social accountability factors
 - d. Medicine as a career, including decision-making processes for specialty choice
2. Develop initiatives which integrate with other portfolios within the MD Program, specifically Student Affairs, Professional Competencies, Electives, Pre-Clerkship and Clerkship, as pertains to career planning and professional identity development.
3. Co-Chair a working group tasked with developing initiatives related to career planning and professional identity development, in collaboration with other UG and PG medical education leaders, with the potential to:
 - a. Improve student success and well-being as pertains to career exploration and planning
 - b. Support student career needs through their journey of becoming physicians and choosing their specialties
 - c. Improve the process and experience of residency match application for students
 - d. Meet goals of social accountability set out by the MD Program
 - e. Improve standardization of student selection processes by PG programs
 - f. Increase transparency in PG selection processes
4. Work directly with the Chair of Student Affairs, career counsellors, and SA Directors, in conducting needs assessment and enhancing processes for providing resources and support to students with respect to career planning and professional identity development.
5. Member of: Student Affairs Advisory Group (monthly), Professional Competencies Committee (monthly), Electives committee (quarterly), Professionalism committee (monthly)

Appointment: The MD Program Director of Career Development is appointed by the Associate Dean, Undergraduate Medical Education (UGME) under the authority of the UGME Executive Committee. The Director of Career Development will report directly to the Chair, Student Affairs.

Eligibility: The MD Program Director of Career Development must have a current faculty appointment with McMaster University; or must be in the process of securing a faculty appointment; or must be assured a faculty appointment before beginning her/his first term. The applicant must be in good standing with her/his academic and/or clinical associations (e.g. universities; hospitals or other clinical settings; and health regulators), both past and present.

Time Commitment & Stipend: The expected time commitment for this role will average 1 day per week distributed throughout the year. This leadership role is attributed 400 hours of indirect academic contribution per year. The associated stipend is \$40,000 per year, commensurate with MD Program leadership stipending practices. The role will be supported by the administrator within the Student Affairs Office.

Term: As this is a new position, appointment is for a one-year term and is renewable following review by the Associate Dean, UGME under the authority of the UGME Executive Committee.

Interested applicants for this position should submit a cover letter and CV addressed to Dr. Amanda Bell, Regional Assistant Dean, UGME. This should be submitted to Ms. Barb Kidd (kiddb@mcmaster.ca) prior to Monday, March 15, 2021. The cover letter should include a brief overview of your qualifications and anticipated priorities for the position. Please feel free to contact us at the email above for further clarification or information. Interviews will be conducted on March 29, 2021 in the morning with an anticipated start date of April 26, 2021.

McMaster University is located on the traditional territories of the Haudenosaunee and Mississauga Nations and, within the lands protected by the “Dish with One Spoon” wampum agreement.

In keeping with McMaster’s *Statement on Building an Inclusive Community with a Shared Purpose*, the Undergraduate Medical Education Program strives to embody the values of respect, collaboration and diversity, and has a strong commitment to employment equity. The diversity of our workforce is at the core of our innovation and creativity and strengthens our research and teaching excellence. The University seeks qualified candidates who share our commitment to equity, diversity and inclusion. While all qualified candidates are invited to apply, we particularly welcome applications from women, persons with disabilities, First Nations, Métis and Inuit Peoples, members of visible minorities, and LGBTQ+ persons.

Applicants requiring any form of accommodation throughout the selection process are asked to contact the UGME program office, c/o Barb Kidd (kiddb@mcmaster.ca).