



Faculty of Medicine, Academic Associate (Accreditation and Education Quality Improvement, Assessment Specialist, Undergraduate Medical Education (UGME))

The Office of Accreditation and Education Quality Improvement in the Faculty of Medicine at McGill University, is seeking applications for an Academic Associate with expertise in learner assessment to be the Assessment Specialist, Undergraduate Medical Education (UGME). This position is a contract position for a minimum of 1 year, with a possibility of renewal based on available funding and a performance review each year. The salary will be commensurate with experience.

Reporting to the Director, Accreditation and Education Quality Improvement Services, and working in close collaboration with the Associate Dean, UGME, the primary responsibilities of the position are the following:

- Work closely with the MDCM Program Committee and often will work closely with Component Directors and Component Subcommittees to develop, validate, and implement assessment tools in undergraduate medical education;
- Chair and organize the work of the Student Assessment Subcommittee of the MDCM Program Committee (https://www.mcgill.ca/ugme/files/ugme/student_assessment_committee_tor.pdf);
- Participate in decision making related to assessment at both the Montreal and Gatineau campuses;
- Contribute to program evaluation-related activities and participate in the Program Evaluation and Curricular Outcomes Subcommittee as requested by the Chair of that committee (https://www.mcgill.ca/ugme/files/ugme/program_evaluation_and_curricular_outcomes_committee_tor.pdf);
- Assist faculty members by sharing specialized assessment knowledge and expertise;
- Develop, and assist faculty members in developing and administering, assessment instruments;
- Participate in the development and delivery of Faculty Development initiatives related to assessment of student learning;
- Collaborate and manage relationships with internal and external stakeholders related to assessment (e.g., act as academic liaison with assessment software vendor, participate as a member of the national UGME assessment network, *etc.*)
- Work closely with the UGME Office administrative team on matters related to assessment;
- Represent the Office of Accreditation and Education Quality Improvement at meetings, working groups, and committees as required;
- Represent the MDCM Program and/or UGME at meetings, working groups, and committees as required;
- Contribute to the Office of Accreditation and Education Quality Improvement strategic direction and priorities, planning and reporting documents as required;
- Participate in scholarship relevant to assessment in UGME upon request.

REQUIRED QUALIFICATIONS AND SKILLS:

The successful candidate must hold a Master's degree in education (or related field) with demonstrated expertise in learner assessment. Knowledge of assessment methods and theory, evidence of effective interpersonal skills and the ability to work collaboratively in a team environment are required. Experience in health sciences education and program evaluation would be an asset, as would expertise in quantitative and qualitative research methodologies. The ability to express oneself clearly and concisely, orally and in writing, in both English and French is required.

APPLICATION PROCESS:

Applications must be submitted on-line at: <http://www.mcgill.ca/medicine-academic/positionsavailable>
Deadline for applications to be received is within 21 days of the publication of this ad.

The following supporting documents are required:

- Cover letter and curriculum vitae (as 1 pdf document)

We thank all applicants for their interest; however, only applicants selected for an interview will be contacted.

McGill University hires on the basis of merit and is strongly committed to equity and diversity within its community. We welcome applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities. McGill implements an employment equity program and encourages members of designated groups to self-identify. Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, Professor Angela Campbell, Associate Provost (Equity and Academic Policies) by [email](#) or phone at 514-398-1660. All qualified applicants are encouraged to apply; however, in accordance with Canadian immigration requirements, Canadians and permanent residents will be given priority.