Faculty of Medicine, Academic Associate (Accreditation and Education Quality Improvement, Program Evaluation Specialist)

Reporting to the Director, Accreditation and Education Quality Improvement, the Program Evaluation Specialist works as part of a quality improvement team to develop evaluation strategies and program evaluation plans for various accredited health professions education programs offered by the Schools within the Faculty of Medicine, specifically the Ingram School of Nursing (ISoN), the School of Physical and Occupational Therapy (SPOT) and the School of Communication Sciences and Disorders (SCSD). The Program Evaluation Specialist is responsible for providing expertise and guidance on the implementation of evaluation strategies and program evaluation plans on an ongoing basis.

Primary Responsibilities:

- Develop, coordinate, and implement evaluation strategies and program evaluation plans for assigned work;
- Assist faculty members by sharing specialized program evaluation knowledge and expertise as they develop evaluation policies, performance measurement strategies (including logic models, indicators, data sources), and program evaluation designs and methods that address their unique program needs;
- Collaborate and manage relationships with internal and external stakeholders;
- Conduct literature reviews to ensure evaluations incorporate established theories and external evidence in areas of study;
- Develop and administer (and/or assist faculty members to develop and administer) data collection instruments and procedures to measure implementation and outcomes of programs;
- Oversee the collection of a range of data from multiple sources;
- Manage and/or help faculty members manage the execution of qualitative (e.g. thematic) and quantitative (e.g. descriptive, inferential) data analysis;
- Interpret results and write evidence-based evaluation reports and recommendations, memos, and summaries for use by policy and decision makers;
- Monitor the uptake of program evaluation recommendations and facilitate the use of evaluation findings for planning and improvement;
- Develop and implement communications plans to guide dissemination of evaluation findings to stakeholders;
- Develop and deliver presentations for decision makers (e.g. committees, planning meetings, etc.) and professional and lay meetings;
- Contribute to the capacity building objectives of the unit by participating in the development and delivery of Faculty Development initiatives related to program evaluation.
REQUIRED QUALIFICATIONS AND SKILLS:

The successful candidate must hold a master’s in education (or related field) with demonstrated expertise in developing and implementing program evaluation plans for educational programs. Knowledge of assessment methods, as well as quantitative and qualitative research methodologies is required, as is evidence of effective interpersonal skills and the ability to work collaboratively in a team environment. Experience in health sciences education and the ability to work in both French and English would be considered strong asset qualifications.

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.