

## Undergraduate Medical Education (UGME) Program Leadership Position *Director, Career Development*

The Director of Career Development will be responsible for coordinating, developing and overseeing formal and informal educational programming related to career exploration and development. The Director will work with MD program Career Counselors, Chair of Student Affairs and Chair of Electives to ensure an integrated, programmatic and cohesive approach.

The Director will develop and curate extracurricular career development opportunities that complement MD program objectives and professional development and build student's CVs around future careers. The Director will collaborate with MD curricular leaders and postgraduate program directors to align, review and integrate career development with other activities within the MD program and residency matching process.

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:**

1. Contribute to, develop and maintain a longitudinal program of career exploration, planning and 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 learner 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 and curate extracurricular career development opportunities that complement MD program objectives and professional development and build student's CVs around future careers.
3. Collaborate with MD curricular leaders and postgraduate program directors to align, review and integrate career development with other activities within the MD program and residency matching process.
4. Reporting to the Chair of Student Affairs and working with the Career Counselors, and Student Affairs 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. Reporting to and working directly with the Chair of Electives in aligning career development activities with electives opportunities and programming.
6. Member of: Student Affairs Advisory Group (monthly), Professional Competencies Committee (monthly), Electives committee (monthly), Curriculum committee (monthly)

**Appointment:** Appointed by the Associate Dean, UGME on the authority of the UGME Executive Committee.

**Eligibility:** The successful applicant 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<sup>1</sup>. 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. Strong written and verbal communication skills are an asset. Previous work with student services and students in difficulty is desirable. Prioritized candidates will have demonstrated a commitment to cultural humility, cultural safety and inclusivity.

**Time Commitment & Stipend:** The expected time commitment is approximately 1 day per week throughout the year with a stipend of \$40,000 per year. This leadership role is attributed 400 hours of indirect academic contribution per year.

**Term:** The appointment is for a three-year term and is renewable once following review by the Associate Dean, UGME on the authority of the UGME Program Executive Committee.

Interested applicants for this position should submit a cover letter and CV to Dr. Matt Sibbald, Associate Dean, UGME ([matthew.sibbald@medportal.ca](mailto:matthew.sibbald@medportal.ca)) prior to May 23rd 2023. The cover letter should outline experience and skills the applicant would bring to the position and the applicant's vision for the position. Applicants are encouraged to speak with UGME Program and other leaders for perspective on the role.

In keeping with McMaster's commitment to employment equity within its community, the Undergraduate Medical Education Program (UGME) encourages all existing faculty members appointed to the Faculty of Health Sciences, including women, persons with disabilities, First Nations, Métis and Inuit persons, members of racialized communities and LGBTQ-identified persons to apply for this leadership role. Applicants requiring any form of accommodation throughout the selection procedure are asked to contact the UGME program office, c/o [matthew.sibbald@medportal.ca](mailto:matthew.sibbald@medportal.ca).

1 Applicants for this position should hold an academic appointment within the Faculty of Health Sciences or be eligible for a part time academic appointment as outlined here:  
[http://www.mcmaster.ca/policy/faculty/Appointments/SPS\\_A4-OtherAppointments-HealthSciences.pdf](http://www.mcmaster.ca/policy/faculty/Appointments/SPS_A4-OtherAppointments-HealthSciences.pdf)