

## **Student Growth and Success Coordinator**

**Program:** Master of Physician Assistant Studies (MPAS)

**Position Type:** Academic Part-Time 0.75 day/week (0.15 FTE)

**Reports To:** Medical Director

**Term:** 2 years [renewable]

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### **Position Summary**

The *Student Growth and Success Coordinator* is a key academic support role within the MPAS program, designed to assist learners who require targeted academic or professional development. This role is ideal for a clinician-educator or academic faculty member with experience in learner support, mentorship, and educational coaching. The Coordinator works closely with the Course Leads, Program Directors, and the Student Affairs & Wellness Hub to develop and oversee individualized growth plans for students requiring structured support to meet program expectations.

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### **Key Responsibilities**

#### **1. Individualized Development Planning**

- Design and document customized Growth and Success Plans for students identified by the Course Leads.
- Collaborate with relevant faculty and support services to align plans with academic and professional competencies.
- Ensure each plan includes clear goals, timelines, and success criteria.

#### **2. Ongoing Monitoring and Support**

- Meet with students regularly to assess progress, provide feedback, and adjust plans as needed.
- Maintain detailed, confidential records of all student interactions and outcomes.
- Serve as a liaison between the student and academic leadership to ensure continuity of support.

#### **3. Communication and Coordination**

- Collaborate with the Program Director, SAWH, and Course Leads to ensure student progress is communicated clearly and constructively.
- Refer students to appropriate institutional resources (e.g., academic coaching, wellness, accessibility services) when necessary.
- Attend meetings related to student performance and progress as needed.

#### **4. Process Improvement and Contribution to Program Quality**

- Identify trends and barriers in student performance and propose strategies for program-level interventions or improvements.
- Contribute to the refinement of policies and practices related to student support and progression.

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#### **Outcome Metrics**

- **Timely development** of individualized growth plans for 100% of referred students within 2 weeks of referral.
- **Progress meetings held** with each student at least bi-weekly during the active phase of their plan.
- **Resolution tracking:** Successful resolution (e.g., return to good standing, referral onward) documented for each case.
- **Stakeholder satisfaction:** Annual survey of Course Leads and SAWH indicating high satisfaction with communication, clarity, and consistency.
- **Process improvements:** At least one annual proposal to enhance learner support based on trends or feedback.

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#### **Reporting Responsibilities**

- Submit brief quarterly reports summarizing:
  - Number and nature of students supported
  - Plan status and outcomes (de-identified)
  - Emerging themes or challenges
  - Recommended policy/process refinements

- Report directly to the MPAS Program Director.
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## **Qualifications**

### **Required:**

- Graduate-level clinical or academic degree (e.g., PA, MD, PhD in education or related health profession)
- Greater than 10 years of experience with learner assessment, feedback, or academic support
- Strong interpersonal and documentation skills

### **Preferred:**

- Familiarity with competency-based medical education
  - Prior experience advising or mentoring students in health professions programs
  - Training or experience in coaching, advising, or remediation
  - Broad clinical experiences
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## **Time Commitment**

This is a 0.15 FTE role, with flexible scheduling based on student needs and academic cycles. The role includes:

- Direct student meetings (variable based on caseload)
  - Collaboration and communication with stakeholders
  - Documentation and reporting
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## **Benefits of the Role**

- Contribute meaningfully to learner success and professional development
- Enhance academic outcomes and reduce learner risk through early, structured intervention
- Collaborate across the program to foster a supportive learning culture

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## Application Process

- Interested candidates should submit a CV and cover letter outlining relevant experience and interest in the role to Rahim Kachra (mpas@ucalgary.ca). Applications will be reviewed on a rolling basis until the position is filled.
- For further inquiries, please contact [mpas@ucalgary.ca](mailto:mpas@ucalgary.ca).