ASSOCIATE DIRECTOR – MD ADMISSIONS

APPOINTED BY:
Associate Dean, Undergraduate Medical Education Program

TERM FOR:
3 Year Term, renewable once

REPORTS TO AND ACCOUNTABLE TO:
Direct report to Assistant Dean, Admissions, accountabilities to Associate Dean, UME

TIME COMMITMENT:

0.3 FTE

A. TERMS OF REFERENCE:

**Primary Responsibilities**

1. Assist the Assistant Dean, MD Admissions with the operational support of the MD Admissions process including:
   - Supervise and evaluate the Assessors for selection.
   - Develop, organize and administer the interview workshop(s) for assessors (students, faculty and community members).
   - Organize and administer the Multiple Mini Interview (MMI) (process for selected applicants for the Undergraduate Medical Education Program).
   - Receive applications from members of the community who wish to sit on the Admissions Committee and in consultation with the Admissions Committee Chair, select members.
   - Provide information to prospective applicants and counsel rejected applicants when referred by the Admissions staff as “special cases”.

2. Actively engage in the research activity of the Office of Admissions as it relates to MD admissions at the University of Calgary and elsewhere.

3. Undertake specific projects or tasks at the request of the Assistant Dean, MD Admissions.

4. Be familiar with all aspects of the MD admissions process.

5. Act in place of the Assistant Dean, MD Admissions when required.
6. Participate on the Admissions Policy Committee and Selection Committees, ex-officio member and assist with implementation of policies and procedures relevant to admissions.
7. Work closely with the Admissions team.

Secondary Responsibilities

1. Assist in the development and reassessment of criteria and procedures for selection of medical students (admission selection criteria).
2. Supervise and monitor the update of the online application and ensure the website is working properly (by the date published in the Admissions Information Brochure).
3. Collaborate with colleagues involved in admissions from the other Canadian Universities to address problems of mutual interest and concern (AFMC & Western Medical Schools).
4. Investigate strategies to improve the functioning of the Admissions Office.
5. Collaborate in preparing agendas and materials for the Admission Committee meetings.
6. Ensure that incoming medical students who document a disability and who request accommodations and modification concerning the UME office and Student Advocacy and Wellness Hub (SAWH) is maintained.
7. Conduct research on medical school admissions.
8. Evaluate and provide data on which to recommend modification and innovation to current admissions system.

Updated: May 2023
Approved: Associate Dean, UME