



**UNIVERSITY OF
CALGARY**

**CUMMING SCHOOL OF MEDICINE
UNDERGRADUATE MEDICAL EDUCATION (UME)**

ASSOCIATE DIRECTOR – STUDENT ADVISING & WELLNESS

APPOINTED BY:

Associate Dean, Undergraduate Medical Education Program

TERM FOR:

Up to one year, renewable once. This appointment may be terminated for any reason by either party up thirty (30) days written notice.

REPORTS TO AND ACCOUNTABLE TO:

Director, Student Advising & Wellness
Associate Dean, Undergraduate Medical Education

TIME COMMITMENT:

0.2 – 0.4 FTE

A. RESPONSIBILITIES

In concert with the Director, Student Advising & Wellness:

1. Responsible to advise and provide resources to aid with academic challenges.
2. Responsible to aid in providing resources for students with medical illness, both physical and mental health related.
3. In collaboration with UME, accessible beyond normal business hours to be responsive to time-sensitive matters, crises, student needs, and Student Advising & Wellness program events.

In concert with the Director, Student Advising & Wellness:

1. Participates in CaRMS and Career Advice Meetings.
2. Responsible to provide career counseling program resources to students.
3. Responsible for maintaining a faculty advising system to students.
4. Responsible to work with the UME to help accommodate students with disabilities.
5. In collaboration with the Director of Admissions, responsible to aid in providing resources to students in financial difficulty.
6. Responsible to serve as a role model for students.



7. Responsible to cultivate a strong, positive relationship with staff in the Dean's Office and the Undergraduate Medical Education Office.
8. Responsible to maintain a working relationship with the other Directors/Assistant Dean's across Canada regarding issues pertinent to student advising & wellness.

B. TERMS OF REFERENCE

Health Services and Personal Counseling

1. Develop an effective system of personal counseling for students that includes programs to promote the wellbeing of students and facilitate their adjustment to the physical and emotional demands of medical school.
2. Monitor students with health concerns to ensure they are being regularly managed.
3. Support students with exposure to infectious and environmental hazards. Advising on the procedures for care after exposure.

Academic and Career Counseling

1. Develop and maintain a system of academic advising for students integrating efforts of Faculty members with the schools counseling services if required.
2. If at risk students are identified, arrange appropriate intervention.
3. Develop, maintain and monitor a system to assist students in career choice and application to residency programs and to guide students in choosing elective courses.
4. Administer and evaluate annually the utility and success of initiatives such as the "study buddy" program for students in academic difficulty.
5. Monitor students undergoing remedial training due to issues of unprofessional behavior.
6. To describe available resources, initiate contact with relevant referral sources, offer encouragement and support, and ensure that help is made available for students in academic difficulty or with learning disabilities.
7. To administer the Faculty Advisor program and monitor its effectiveness.

Additional Responsibilities

Participate on the Student Advising & Wellness Committee, ex-officio and assist with implementation of policies and responsibilities relevant to student advising & wellness.

Approved: Associate Dean, UME
August 2019