

**Clerkship Evaluation Coordinator – Internal Medicine**  
**Undergraduate Medical Education**

**Current Closing Date:**      **Until the position is filled**

**Job Summary:**

The Cumming School of Medicine at The University of Calgary invites applications for the position of Clerkship Evaluation Coordinator for Internal Medicine. This position is a three (3) year term with the possibility of renewal, subject to satisfactory review and is expected to be filled by a candidate internally to the Faculty/Department. The anticipated start date is as soon as the position is filled.

The incumbent will report to the Associate Dean, Undergraduate Medical Education, and to the Assistant Dean, Research & Evaluation. This position will be expected to collaborate with the Clerkship Director and the Undergraduate Medical Education Office in the planning, coordinating and implementing of all evaluations in the Internal Medicine Clerkship.

For a more detailed job description, please see statement of work/job profile.

**Qualifications: Education, Training and Experience**

- Candidates should have an MD
- Significant experience in and understanding of undergraduate medical education
- Excellent leadership skills, experience leading high performing teams and evidence of administrative innovation, using best practice frameworks
- The applicant must be a skilled facilitator, negotiator and collaborator with proven administrative ability and outstanding communication skills

**Contact**

A letter of application, accompanied by a detailed curriculum vitae and names of three referees should be directed to:

Dr. Amy Bromley, MD  
Associate Dean, Undergraduate Medical Education  
Cumming School of Medicine

Application can be sent via email to: [associatedean.ume@ucalgary.ca](mailto:associatedean.ume@ucalgary.ca)

***We would like to thank all candidates in advance for their interest and only those candidates selected for interview will be contacted.***