

Clerkship Evaluation Coordinator – Obstetrics & Gynecology

Undergraduate Medical Education

Job Summary:

The Cumming School of Medicine at the University of Calgary invites applications for the position of Clerkship Evaluation Coordinator, Obstetrics and Gynecology. 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 O & G 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 and evaluations
- 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

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