Academic Associate, Postgraduate Medical Education (PGME)
Assessment and Curriculum Instructional Design
Office of Accreditation and Education Quality Improvement
Faculty of Medicine, McGill University

The Postgraduate Medical Education (PGME) Office in the Faculty of Medicine at McGill University is seeking applications for an Academic Lead, Assessment and Curriculum Instructional Design.

Position

Reporting to the Director of the Office of Accreditation and Education Quality Improvement (OAEQI), the Academic Associate, PGME Assessment and Curriculum Instructional Design, works closely with the Assistant Dean, PGME, and the PGME Educational Enhancement Team to develop and implement curricular- and assessment-related activities and initiatives across residency training programs. Specifically, s/he will be responsible for supporting the planning, design, development and implementation of key projects and activities related to curriculum design and student and teacher assessment.

The Academic Associate will require expertise in curriculum design and alignment as well as in learner and teacher assessment in educational contexts in order to successfully work with the PGME Office and the residency training programs in the following areas:

- planning, design, development, and implementation of key projects and activities related to learner and teacher assessment methods as well as curriculum design and alignment initiatives;
- development and implementation of teaching and learning materials related to areas of expertise;
- contributions to capacity-building initiatives with teachers, learners and administrative personnel in residency programs;
- contributions to the interpretation of qualitative and quantitative data;
- assistance with addressing accreditation-related priorities regarding curriculum and assessment;
- contributions to the scholarly work as appropriate;
- assignments in other educational projects as needed.

In addition, the successful candidate is expected to participate actively in educational enhancement committees in the PGME office. The Academic Associate, Assessment and Curriculum Instructional Design, will work closely with program directors and administrative personnel in residency training programs. The incumbent will also contribute to the research mandate and capacity-building objectives of the unit.

The successful applicant will hold a Contract Academic Staff appointment in the Faculty of Medicine as an Academic Associate. This position is full-time and is a three-year renewable appointment. The salary will be commensurate with qualifications and experience.
**Education/Experience**

The ideal candidate will hold a minimum of a PhD in Education or a related field in the sciences or social sciences, with demonstrated expertise in higher education and/or health professions education. Additionally, the candidate will have extensive knowledge of assessment and curricular processes and strategies as well as effective interpersonal skills and the ability to work collaboratively in a team environment. Bilingualism (French and English) and experience in health professional education, competency-based education and learning platforms are assets.

**Application Process**

Applications need to be submitted to Sonia Pardisi, Academic Affairs Administrator at sonia.pardisi@mcgill.ca. The deadline to apply is Tuesday, September 17, 2019.

The following supporting documents are required:

- cover letter & curriculum vitae
- names and contact information of three referees

We thank all applicants for their interest; however, only applicants selected for an interview will be contacted.

**COMMITMENT TO EQUITY AND DIVERSITY**

McGill University hires on the basis of merit and is strongly committed to equity and diversity within its community. We welcome and encourage applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities.

McGill further recognizes and fairly considers the impact of leaves (e.g., family care or health-related) that may contribute to career interruptions or slowdowns. Candidates are encouraged to signal any leave that affected productivity, may have had an effect on their career path. This information will be considered to ensure the equitable assessment of the candidate’s record.

McGill implements an employment equity program and encourages members of designated equity groups to self-identify. It further seeks to ensure the equitable treatment and full inclusion of persons with disabilities by striving for the implementation of universal design principles transversally, across all facets of the University community, and through accommodation policies and procedures. Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, Professor Angela Campbell, Associate Provost (Equity and Academic Policies) by email or phone at 514-398-1660.