The Department of Medicine is a clinical academic department within Dalhousie Medical School in Halifax, Nova Scotia. Our 180 faculty members are award-winning teachers, researchers and clinicians who serve the complex medical needs of adults in Halifax and the Maritime region. Nova Scotia Health and family physicians across the region are our partners in providing exemplary patient care.

We are seeking an effective communicator with the ability to complete process-driven tasks and strong attention to detail and accuracy to join the Department of Medicine’s Administrative Group as Undergraduate Education Coordinator for a six-month term. This position presents an excellent opportunity for a candidate wishing to gain administrative experience in an educational environment.

As part of a team, you will:

- In consultation with Dalhousie Undergraduate Medical Education and Department undergraduate leads, facilitate identification and approval for Med 3 Core Rotations and Med 4 Dalhousie and External electives.
- Promptly process, prioritize and document upwards of 150 elective requests simultaneously.
- Arrange IT access for visiting electives.
- Schedule Clerk Call Schedules according to UGME and DOM Guidelines.
- Coordinate orientation sessions for incoming clerks four times a year or as required.
- Present annually at a UGME information session for Med 2 students preparing to select their Med 3 core rotations.
- Provide orientation materials for visiting elective students, newly appointed Undergraduate Education Assistants and faculty acting as preceptors.
- Meet as needed with the Chair, Undergraduate Medical Education Committee, Clerkship Director, Education Coordinator, Education Manager, and others to discuss routine matters; makes recommendations for improvement.
- Liaise with Department of Medicine administrative offices, Faculty of Medicine Offices, and other relevant individuals and organizations regarding a variety of educational matters.
- Build collaborative relationships within Education community, the Department of Medicine, the hospital and externally.
- Establish and maintains links with Education Coordinators or Administrators of Undergraduate Medical Education programs across Canada.
- Resolve minor conflicts pertaining to the education program and problems regarding scheduling and student issues; refers complex issues to the appropriate individual or committee, with suggestions for solutions where possible.
- Maintain an electronic filing system on admin drive in order that all education and appropriate Department of Medicine administrative staff can access required files efficiently.
• Develop and maintains databases related to educational activities of the Undergraduate Medical Education Program

Job Requirements:

• Must have successfully completed a post-secondary qualification in a relevant discipline and three years of relevant experience
• Excellent communication and interpersonal skills
• Excellent problem-solving skills
• Strong proficiency in the use of computers and related software
• Above average knowledge of education management software (One45) would be an asset

How to apply

To apply for this position, please contact Katie Barkhouse, DoM Education Manager (katie.barkhouse@nshealth.ca) with a cover letter demonstrating how you meet the requirements of the position, a copy of your CV and the contact details of three referees.

Only applicants selected for interview will be contacted.

The Department of Medicine is committed to fostering a collegial culture grounded in diversity and inclusiveness.

All qualified candidates are invited to apply; however Canadian citizens and Permanent Residents will be given priority.

Closing date for applications is Friday, January 7, 2022