

**Undergraduate Medical Education Assessment Specialist
Faculty of Medicine Undergraduate Medical Education (UGME)**

Dalhousie University is Atlantic Canada's leading research-intensive university and a driver of the region's intellectual, social and economic development. Located in the heart of Halifax, Nova Scotia, with an Agricultural Campus in Truro/Bible Hill, Dalhousie is a truly national and international university, with more than half of our 18,500 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that's celebrating 200 years of academic excellence in 2018.

Dalhousie Medical School attracts some of Canada's top students, physicians, and health researchers. With campuses in Halifax, Nova Scotia and Saint John, New Brunswick, and over 100 teaching sites across the Maritimes, we provide aspiring doctors and health researchers with the highest caliber education. The Undergraduate Medical Education Program delivers an informative and challenging curriculum for the undergraduate students enrolled in the Medical School, which will prepare them for the next stage of their medical education.

Reporting to the Associate Dean, Undergraduate Medical Education, the UGME Assessment Specialist provides leadership in the development, monitoring, and revising of policies and procedures related to student assessment in undergraduate and postgraduate medical education, serving as an expert resource in the specialized field of psychometrics.

Key Responsibilities:

- Ensure compliance with assessment-related accreditation standards for the MD Program.
- Research best practices in the assessment of student learning, and provide leadership and expertise in the development, administration, and analysis of assessment instruments.
- Gather, analyse and interpret quantitative data generated internally and externally relating to medical student performance identified in program learning goals and external competency frameworks.
- Lead the deliberations of the Exam Review Committees to ensure the accurateness of targeted learning outcomes.
- Oversee the development, maintenance and security of the exam item bank.
- Lead special projects relating to the assessment of student learning.

Qualifications: Masters degree in Evaluation, Statistics, Educational Measurement, or other related field plus approximately five to seven years related experience (or equivalent combination of training and experience) is required. Experience in a university setting in the fields of student learning assessment and evaluation, and assessment strategies and instruments is essential. Knowledge of medical education programs and/or academic health care environment is preferred. Demonstrated leadership and communication (oral and written) skills are required. Must demonstrate knowledge and skill in the efficient use of analytic software including SPSS and Excel. SharePoint and BrightSpace learning system experience will be considered a definite asset.

The successful candidate is expected to demonstrate proficiency in Dalhousie's core and leadership competencies <https://www.dal.ca/dept/leaders.html>, in particular:

- Adaptability
- Communication
- Thinking and Acting Strategically
- Resource and Process Management

Applications from university employees and external candidates are given concurrent consideration. Among short-listed candidates, university employees will be given special consideration. We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Aboriginal people, persons with a disability, racially visible persons, women, persons of minority sexual orientations and gender identities, and all candidates who would contribute to the diversity of our community. For more information, please visit www.dal.ca/respect

- Accountability for Performance and Results
- Relationship Building
- Respect and Inclusion

Dalhousie University supports a healthy and balanced lifestyle. Our total compensation package includes a defined benefit pension plan, health and dental plans, a health spending account, an employee and family assistance program and a tuition assistance program.

Apply online by 10 p.m. on April 20, 2018 to competition DPMG-18042.

Salary Range: \$65,463 - \$88,567 per annum (ADM-07)

This position is part of the Dalhousie Professional & Managerial Group (DPMG).

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