

# Curriculum and Evaluation Coordinator

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## Position Details

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### Position Information

<b>Position Title</b>	Curriculum and Evaluation Coordinator
<b>Department/Unit</b>	Family Medicine
<b>Location</b>	Halifax
<b>Posting Number</b>	S202-20
<b>Employee Group</b>	DPMG
<b>Position Type</b>	Term
<b>Duration of Contract (if applicable)</b>	Approximately 27 months
<b>Employment Type</b>	Full Time
<b>Full-time Equivalency (FTE)</b>	1.0
<b>Salary</b>	\$45,142 - \$61,074 per annum
<b>Classification</b>	ADM-04
<b>Provisional Statement</b>	This is a provisional classification. Formal classification procedures will be initiated by the Compensation & Job Evaluation Unit in approximately six months.

### About Dalhousie University

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 19,000 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that celebrated 200 years of academic excellence in 2018.

### Job Summary

The Department of Family Medicine (DFM) Medical Education Program oversees the Family Medicine training for all undergraduate and postgraduate learners for Dalhousie University. Reporting to the Medical Education Manager, the Curriculum and Evaluation Coordinator will work closely with team members across the DFM to oversee various undergraduate and postgraduate curriculum and assessment activities.

### Key Responsibilities

- Research and provide recommendations regarding curriculum and assessment developments, requirements and resources required to meet the College of Family Physicians of Canada, Faculty of Medicine and DFM mandates for curriculum and assessment.
- Manage projects and upgrades related to curriculum and evaluation activities and programs in consultation with Program Directors, sub-committee Chairs and the Medical Education Manager. This includes related financial management.
- Serve as an in-house expert on assessment processes for DFM's residency program, working closely with sub-committee Chairs and a variety of team members.
- Oversee evaluation processes and related student and faculty communication, addressing issues as they arise. Working with the Medical Education Coordinator,

ensure the smooth operation of and training on the one45 on-line evaluation program for education staff and faculty.

- Supervise the CaRMS and Rotation Specialist, with oversight of the undergraduate clerkship rotation placements. Directly manage the preceptor recruitment and scheduling for Med 1 and 2 family medicine rotations and tutor placements.

- Administer the operation, planning and execution of a variety of curriculum special events in coordination with the Medical Education Manager and pertinent DFM staff and faculty.

**Note**

Position occasionally requires work outside of regular office hours (e.g. weekend and evening hours). Travel within the Maritime provinces may be periodically required for special events.

**Qualifications**

Undergraduate degree in Business Management or related area with approximately three to five years progressive relevant experience (or equivalent combination of training and experience) is required. Experience managing a variety of projects from initiation to completion is essential. Previous staff supervisory experience required; experience supervising unionized positions an asset. Must demonstrate a high degree of confidentiality as well as sensitivity to learner issues. Must have demonstrated initiative, attention to detail and multi-tasking skills. Excellent written and oral communication skills are required. Must have demonstrated both advanced computer proficiency and the ability to learn new programs quickly. Extensive experience in MS Office and Adobe required; experience in webinar systems, on-line tools, and/or one45 or similar software an asset.

**Job Competencies**

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

- Respect and Inclusion
- Communication
- Adaptability
- Knowledge & Thinking Skills

**Additional Information**

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.

**Application Consideration**

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.

**Diversity Statement**

Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Indigenous persons, persons with a disability, racially visible persons, women, persons of a minority sexual orientation and/or gender identity, and all candidates who would contribute to the diversity of our community. For more information, please visit [www.dal.ca/hiringfordiversity](http://www.dal.ca/hiringfordiversity).

**Posting Detail Information****Number of Vacancies**

One

**Open Date**

11/16/2020

**Close Date** 11/30/2020

**Open Until Filled** No

**Special Instructions to Applicant**

**Quick Link for Direct Access to Posting** <http://dal.peopleadmin.ca/postings/4852>

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## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

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## Documents Needed to Apply

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Required Documents

1. Résumé / Curriculum Vitae (CV)

Optional Documents

1. Cover Letter