

POSITION DESCRIPTION

PORTFOLIO: EDUCATION

POSITION: Assistant Dean, Student Affairs, Learner Advocacy and Wellness

TERM OF APPOINTMENT:

Three (3) years with the potential for renewal following discussion with the Associate Dean and/or Vice-Dean and the Dean, Faculty of Medicine and Dentistry (FoMD), the length of the second term to be dependent upon the needs of the program, the Faculty and the incumbent, to a maximum of 5 years.

REPORTING TO: The Associate Dean, Learner Advocacy and Wellness

PURPOSE:

The office of Learner Advocacy and Wellness (LAW) is the responsibility of the Associate Dean of Learner Affairs. The office is tasked with the overall monitoring and promoting the resiliency and wellness of all learners in the Faculty of Medicine and Dentistry (FoMD). The LAW office also provides advocacy for those learners in the Faculty.

The **Assistant Dean of Student Affairs** works with LAW and is primarily tasked with interfacing directly with undergraduate students, advisors and educators and recognizing and understanding issues that provide significant concern and stress to students. The Assistant Dean of Student Affairs will provide intervention through dialogue and the dissemination of resources to students who are struggling personally or academically and are unable to fulfill their full potential as individuals and/or students.

MAIN ACCOUNTABILITIES:

General Responsibilities: Listed in the *2017 FoMD Overarching Position Description: Assistant Deans*

Portfolio Responsibilities:

1. Provide a visible presence to Undergraduate students in the FoMD, as a resource, when academic or personal issues arise, that affect their ability to function in their prospective programs.
2. Aid in the development of a monitoring strategy to assess the level of support the students perceive, markers of student stress/burnout, and adequacy of existing resources.

BUSINESS PLAN ACCOUNTABILITIES:

Strategic Initiatives:

1. Contributes to the FoMD Strategic Plan § via inputs to the FoMD website, the Associate Dean, Learner Affairs, the Vice-Dean, Education, or in other ways, as appropriate.
2. Aid in the expansion of new resources and contribute to faculty development in order to aid and enhance the wellness of undergraduate students.
3. Provide a presence on relevant undergraduate committees that relate to issues around student advocacy and wellness.
4. Liaise with relevant academic leaders, and student groups to understand existing and emerging issues that relate to learner advocacy and wellness.

Specific Responsibilities:

1. Work with colleagues in the office of LAW and MD program office to maintain the accreditation standards relevant to student support, advocacy and wellness
2. Represent the Office of Learner Affairs and Wellness as needed and at the direction of the Associate Dean, Learner Affairs

Liases With:

1. Office of Learner Advocacy and Wellness (LAW) team members
2. Office of the Associate Dean, Undergraduate Medical Education
3. Office of the Assistant Dean, Academics, MD Program
4. Designated student support personnel in the DDS, DH, MLS and BSc RT programs
5. Physician and Family Support Program, Alberta Medical Association
6. University Student Health Services (University Wellness Center)
7. Student Success Center
8. Financial Aid Information Center
9. Student OmbudService
10. University Office of Safe Disclosure and Human Rights
11. College of Physicians and Surgeons of Alberta (CPSA)

Direct Reports:

None

See link to Strategic Plan of the FoMD on the Faculty Home Page