The Mentored Scholarly Activity (MSA) program is a required element of the medical student curriculum (exceptions: students in the MSTP program or Research Track students). The goal of the MSA is to foster self-directed, life-long learning. The MSA requires students to identify and work with a mentor to complete their individual projects. This longitudinal program culminates with students completing a mentored scholarly project, written manuscript, poster, and oral presentation of their project. There are five general “topic areas” that student MSA projects fit into, and each Director/Associate Director are assigned one of those topic areas to oversee. Each Director/Associate Director works with students that are exploring or developing projects in a specific topic area.

**FTE Associated with this role:**
0.20 FTE Associate MSA Director - a person who will specialize in assisting students who have clinical research or scholarly projects

The successful candidates for the MSA Associate Director positions will be persons with interests in research and scholarly projects, mentoring, and medical student education. The MSA Associate Directors and the MSA Director, provide students with guidance and support in initiating and carrying through their scholarly projects to achieve the requirements of the MSA Program.

**Reporting to the MSA Director, the Associate MSA Director duties include the following:**

- Attendance at MSA Director/Associate Director Meetings
- Meeting one-on-one with your cohort of first year students to determine potential project interests and suggesting possible mentors to students
- Meeting, as needed, with students throughout years 1 through 4 who are encountering challenges with their projects, need more direction, or request meetings.
- Attending student work-in-progress sessions and providing timely written feedback Reviewing student project manuscript drafts and providing timely written feedback
- Assessment of final student manuscripts
- Attendance at the Capstone event (spring) to hear oral and poster presentations of student projects.
- Contribute to development of educational resources for students participating in the MSA as needed.
- Communicating with students and faculty
- Contacting students and discussing absences from required sessions or remediation plans as needed
- Incorporating student feedback and evaluation data into curricular improvements
- Working collaboratively with other MSA Associate Directors, the Director, and the MSA administrative staff.
- Other duties as assigned by the MSA Director.

Successful applicants must possess excellent organizational, interpersonal, and communication skills and value working within a team. The individuals in these positions must be able to cultivate relationships with students and faculty and support the educational values of life-long learning. A faculty appointment in the CU School of Medicine is required, as well as a PhD, MD, or DO degree. Experience or training in clinical research (for the clinical associate director role) is required. Experience with and knowledge of the medical student education program at the University of Colorado SOM is also desirable.

Preferred start date: As soon as possible.

**Interested applicants should submit a letter of interest and a current CV by June 3, 2019 to:**
Caitlin Zoghby (MSA coordinator)
Caitlin.zoghby@ucdenver.edu

When the application is submitted, please indicate whether you intend to apply for the Basic Science or Clinical Associate Director opening.