Assistant Director BA/BS-MD Program
Responsibilities and Expectations

The Bachelor of Arts/Bachelor of Science-Doctor of Medicine (BA/BS-MD) Program, is searching for an Assistant Director with a start date of approximately July 15th, 2016. Candidates must have a faculty appointment in the School of Medicine, and a PhD, MD or equivalent degree from an accredited University to be eligible for this 0.10 FTE position.

The BA/BS-MD Program, is a Cooperative Program between the University of Colorado Denver College of Liberal Arts and Sciences and the University of Colorado School of Medicine. Its mission is to promote the diversity of medical professionals practicing medicine in Colorado and to better serve the health care needs of the State of Colorado by assembling outstanding students from broadly diverse backgrounds who are committed to serving the health care needs of Colorado as primary care physicians.

The Program has academic footprints on both campuses and includes program co-directors for both campuses. The AMC campus has developed an Assistant Director position to further the goals and development of this Program.

Specific responsibilities (executed in collaboration with and supervision by the AMC BA/BS-MD Program Director):

Administration:
- Assume responsibility for AMC curricular elements including: student co-curricular seminars, summer research and community outreach programs, and clinical experiences
- Ensure syllabi, curricular materials, schedules, and other content are of high quality, current, posted, easily accessible, and reflect the educational objectives and content being delivered.
- Serve as a resource and communicate in a timely manner with students, administrative staff, residents and faculty.

Curriculum Execution and Program Innovation:
- Provide oversight of curricula and programs with a focus on development and implementation of the major curricula deliverables to students from the AMC components of the BA/BS-MD Program (co-curricular seminars, summer research and community outreach programs, and clinical experiences)
- Deliver and continuously refine Program competencies and learning goals.
- Modify existing or develop new curricula or methods of delivery based on Program needs.

Curriculum Review, Continuous Quality Improvement, and Accreditation
- Track, monitor, assess, and identify areas for improvement in the curriculum with the goal of continuous quality improvement and necessary Programmatic improvements.
- Ensure longitudinal integration of curricular content throughout BA/BS-MD Program
- Meet with the AMC Program Co-Director regularly to report on Program progress, challenges, and improvements.

Student Support and Remediation
• Develop a system to work with the program coordinators to ensure early identification of students in academic or personal difficulty.
• Work with Promotions committee as needed to identify, mentor, and assist students with academic challenges.

**Collaborative meeting attendance and participation**
• Meet regularly with the BA/BS-MD Co-Directors and Leadership committee to improve and standardize elements of curriculum, develop policies, provide input, ensure compliance relevant school policies, assist in necessary reporting, and assist with dissemination of best practices.

**Evaluation**
• Provide assessment results to students to support their learning and on-going development.
• Assure a professional learning climate

**Appointments and reporting relationships**
• This position reports to the SOM BA/BS-MD Program Director

**Collaborative meeting attendance and participation**
• Attendance and participation at relevant meetings and curriculum retreats are priorities., (monthly team meetings typically held 2nd Thursday of every month at rotating locations) (Regular meeting with program director will be determined)

**Preferred Qualifications**
• SOM Faculty Appointment
• Experience with diversity pipeline programs
• Experience with curriculum development
• Experience with medical school admissions process
• Experience with teaching

**Apply for the Position:**
Interested applicants should submit a letter of interest and current CV to Regina Richards (Regina.Richards@ucdenver.edu and 303-724-4537) by May 25th.
This position will remain open until filled. Please direct any questions to Matt Taylor, SOM Director of the BA/BS-MD program (Matthew.Taylor@ucdenver.edu).