

UCSF Medical Education Faculty Position

Job Title: Assistant Director, Career Advising Program

Compensation: 20% FTE

Reports to: Director, Career Advising Program (to Associate Dean for Students)

Direct Reports: N/A

Duration of Appointment: Annual Renewal

UCSF Campus: San Francisco

Detailed Job Description

The UCSF SOM's Career Advising Program is a 4-year program that spans from matriculation through graduation. The program includes a longitudinal career exploration curriculum, general career advising services, specialty and program data, and faculty specialty career advisors (main and confidential). As a central member of the Student Experience Team (SET), this position will work closely with the Associate Dean for Students, Student Experience Team (SET) staff, faculty specialty career advisors, and students to design, implement and manage the Career Advising Program.

Administrative:

- Identify and implement communication strategies to students for residency application tasks.
- Identify, develop, oversee and collaborate with the specialty career advisors (main and confidential advisors).
- Provide faculty mentoring and support for Bridges coaches and specialty career advisors.
- Collaborate with faculty and staff in various clinical departments to develop and implement curricular and advising activities.
- Identify and contribute to the development of web-based tools (e.g. AAMC resources) for career advising and exploration.
- Identify resources for students with non-clinical career pathways.
- Participate on all relevant Medical Education Committees that promotes inclusion of career development, career exploration, and residency advising within the curriculum, such as Student Experience Advisory Board, Career Launch Operations Committee, and Physician Identity Weeks Committee.
- Prepare reports for UCSF senior officials and for regional and national agencies, including data used for statewide and national comparisons of medical schools, i.e. AAMC.
- Assume other responsibilities at the request of the Associate Dean for Students.

Student Advising and Support

- Provide individual career advising meetings to students.
- Support students across all phases of the residency match process, including the ERAS Supplemental Offer and Acceptance Program (SOAP).

Curriculum Development:

- Develop and implement the career exploration and advising curriculum for medical students, from Orientation through Career Launch.
- Develop and implement specific programs for under-represented in medicine groups.
- Develop and implement programs for residency match success.

Program Evaluation:

- Evaluate and implement best practices in career development and match advising.
- Engage in continuous quality improvement processes and data analyses that provide guidance for short and long-term programmatic goals and result in the achievement of measurable outcomes.

Scholarship:

- Maintain scholarly activities including publications in peer-reviewed journals, poster and oral presentations at regional and national meetings regarding a broad scope of topics related to medical student career exploration and career advising.

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Information in this section is primarily for recruitment and not part of the formal job description.

Required Qualifications:

- Faculty must be a paid, UCSF appointed faculty with 70% FTE or above. Volunteers Clinical Professors are not eligible to apply.
- MD, DO, MBBS Preferred

Preferred Qualifications

- Advanced communication skills (individuals, teams), including experience in providing constructive feedback
- Demonstrates effective collaboration and work in teams
- Experience in mentoring medical students
- Thorough knowledge of the Electronic Residency Application Service (ERAS) and the National Residency Matching Program (NRMP)
- Experience in program development