Position Title: Program Administrator, Undergraduate Education Program

Reporting to: Business Manager, Department of Psychiatry

Status: Temporary Full-Time (12months)

Vacation & Benefits: % in lieu of

Average Hourly Rate: $27.61-$29.45

Start Date: October 15, 2018

The Program Administrator (PA) is responsible for the overall management of the Department of Psychiatry Undergraduate Education Office. The PA is the first point of contact for all matters related to the Undergraduate Education Program.

In consultation with the Undergraduate Education Director, the Anglophone Clerkship Director and Anglophone Content-Expert, the PA is responsible for the management of: medical student placement planning (CORE and electives); medical student orientation; pre-clerkship and clerkship academic week schedules; the examination process; recruitment of preclerkship CBL & PSD tutors, processing financials; the Departmental UGME Committee support; coordinating the accreditation process, and, providing support to the medical students. The PA may be asked to initiate/coordinate projects to enhance the UGE Program as a whole.

Key Competencies:

• Demonstrate excellent time-management, problem analysis and assessment, judgment and problem-solving skills.
• Is able to work independently and take initiative.
• Effective communicator (written and oral) at all levels i.e. students, residents, administrative colleagues, Faculty and all who interact with the Department.
• Ability to work well as part of a small cohesive administrative team.
• Maintain a high level of professionalism and confidentiality within a fast-paced environment.
• Ability and willingness to respond and adjust to conflicting and changing priorities and schedules.

Responsibilities:

1. Act as a central point of reference for general academic inquiries pertaining to undergraduate medical education in psychiatry.
2. Coordinate academic and rotation schedules for all undergraduate medical trainees in psychiatry.
3. Assist the UGE Director in all matters relating to program.
4. Attend monthly Undergraduate Education Committee meetings; prepare agenda and minutes for those meetings.
5. Provide orientation to rotating medical students every 6 weeks.
6. Coordinate student midway meetings with the Clerkship Director.
7. Keep up-to-date files on all students rotating in psychiatry.
8. Assist the Clerkship Director in the preparation of the Clerkship Exam.
10. Ensure evaluations are sent and completed via the University of Ottawa One45 system.
11. Attend all Faculty of Medicine meetings pertaining to undergraduate education in psychiatry.

Required Qualifications:

- Minimum of 3-5 years’ experience in a similar or related position; knowledge of the University of Ottawa and The Ottawa Hospital financial policies and procedures will be considered an asset.
- Excellent computer skills and proficient in excel, word, outlook,
- Proficiency in speaking and comprehending both English and French (B+ level)
- Demonstrated leadership and vision in managing staff groups and major projects or initiatives.
- Excellent interpersonal skills and a collaborative management style.
- Budget oversight experience
- A demonstrated commitment to high professional ethical standards and a diverse workplace
- Excels at operating in a fast pace environment
- Excellent people manager, open to direction and collaborative work style and commitment to get the job done
- Ability to challenge and debate issues of importance to the organization.
- High comfort level working in a diverse environment

Please submit your letter of interest and curriculum vitae by **September 11, 2018** to Brigitte Rutherford brigitte.rutherford@theroyal.ca