

**POSITION DESCRIPTION****PORTFOLIO: EDUCATION****POSITION: Assistant Dean, Student Affairs, Office of Advocacy and Wellbeing****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, Advocacy and Wellbeing**PURPOSE:**

The office of Advocacy & Wellbeing (OAW) is the responsibility of the Associate Dean, OAW. The office is tasked with the overall monitoring and promoting the resiliency and wellness of all learners in the Faculty of Medicine & Dentistry (FoMD). The OAW also provides advocacy, career advice, financial planning and accommodation assistance for learners in the FoMD.

The **Assistant Dean, Student Affairs**, works within OAW and is primarily tasked with interfacing directly with undergraduate students, advisors and educators, 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 reach 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/appeals, medical or personal issues arise, that affect their ability to function in their respective programs.
2. Aid in the development of a monitoring strategy to assess the level of student stress/burnout, adequacy of existing resources and developing new resources as required that incorporates input from the student's perspective and experiences.

## **BUSINESS PLAN ACCOUNTABILITIES:**

### **Strategic Initiatives:**

1. Contributes to the FoMD Strategic Plan with the Associate Dean, Advocacy and Wellbeing, the Vice-Dean, Education, the Dean, 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 wellbeing.

### **Specific Responsibilities:**

1. Work with colleagues in the OAW and the MD program office specifically to maintain the accreditation standards relevant to student support, advocacy and wellbeing.
2. Work with colleagues and student groups in all five Undergraduate programs as required to support students in their professional programs and non-academic activities.
3. Represent the Office of Advocacy and Wellbeing as needed and at the direction of the Associate Dean, Advocacy and Wellbeing.
4. Contribute to or participate in program development within OAW and the professional programs as needed and as relevant to student support, including accreditation activities (for the MD program), curriculum, student assessment, promotion, academic standards as appropriate, and educational scholarship related to these activities.

### **Liases With:**

1. Office of Advocacy & Wellbeing (OAW) team members
2. Office of the Associate Dean, MD Program
3. Office of the Assistant Dean, Academic, MD Program
4. Designated student support personnel and program directors in the DDS, DH, MLS and BSc RT programs
5. Student Support Services Lead, Indigenous Health Initiatives Program
6. Office of Rural and Regional Health
7. Chief Wellness Officer, Faculty of Medicine & Dentistry
8. Assistant Dean, Equity, Diversity and Inclusion, Faculty of Medicine & Dentistry
9. Associate Dean, Professionalism, Faculty of Medicine & Dentistry
10. Physician and Family Support Program and WellDoc Alberta, Alberta Medical Association
11. University Wellness and Student Support offices
12. University Academic Success Centre
13. University Student Financial Services
14. University Office of the Student Ombuds

15. University Office of Safe Disclosure and Human Rights
16. University Accessibility Resources
17. Office of the Dean of Students
18. University Helping Individuals at Risk (HIAR)
19. College of Physicians and Surgeons of Alberta (CPSA)

**Direct Reports:**

None