

MD Program, Queen's Health Sciences

ACADEMIC ADVISOR ROLE

The Academic Advisor will report directly to the Assistant Dean, Student Affairs.

Responsibilities

Regarding Academic progress, the Academic Advisor role will be to:

- Review academic progress of all students through attending examiners and Progress and Promotion Committee meetings.
- Meet with students who have failing or concerning performance in any course to identify problems and to support students as required
- Carry out any specific recommendations made by the Progress and Promotions Committee with respect to student academic needs and to report on the progress of those recommendations
- Work with Curricular Directors and the Assistant Deans Curriculum and Academic Affairs for remediation as required
- Assess the effectiveness of remediation efforts
- Recruit and liaise with tutors and connect students with tutors as available
- Support the student group providing academic peer support for students
- Facilitate learning events which address tools for academic success.
- Be familiar with academic supports provided by Queen's University Student Academic Success Services.
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The Academic Advisor will have no role in assessment of medical students.

Support and Commitment

The time commitment is one day per week.

The Academic Advisor will work in conjunction with:

- The Progress and Promotions Committee
- The Course and Year Directors
- The Assistant Dean of Student Affairs

Qualifications

Queen's faculty appointment

Experience in Medical Education

Term of Appointment

The term of the appointment is 3 years, renewable upon review

Application

Letter of interest with summary of experiences relevant to medical education.

Letter of support from relevant Department Head(s).