

Associate Director for ARC-MD: Outreach, Admissions and Student Affairs

The Academic Research Careers for Medical Doctors (ARC-MD) honors pathway at the University of California-Davis School of Medicine aspires to train the next generation of diverse, community-oriented team science faculty. This five-year pathway provides intensive mentoring and progressive research experiences, including a full research year between years three and four of medical school. ARC-MD is co-sponsored by the Office of Medical Education and Clinical Translational Science Center with active support from numerous Departments and Centers (e.g., Center for Precision Medicine and Data Sciences, Cancer Center, Alzheimer's Disease), and the Office of Health Equity, Diversity, and Inclusion. The program will admit its fifth entering class in July 2023. The Associate Director for ARC-MD: Outreach, Admissions, and Student Affairs (AD-OASA) will support all aspects of non-curriculum activities such as outreach, recruitment and retention.

Terms:

- AD-OASA will serve a three year term (July 2023 through June 2026) and renewable thereafter
- 15% salary in salary and benefits support

Expectations:

- Coordinate with the Program Directors and the Davis-campus based AD to develop outreach activities to engage faculty as research mentors.
- Work closely with the program director(s) and manager to coordinate activities and communication across all years of ARC-MD including a list serve and web site.
- Work with the Graduate Medical Education office and when appointed the director of research pathways in Graduate Medical Education to facilitate transitions to residencies at UC Davis Health including attention to research intensive residency experiences.
- Review applications, screen, interview, rate, and select candidates who align with the mission and goals of ARC-MD.
- Advise students from matriculation through graduation from medical school.
- Develop additional outreach activities to engage premedical students particularly those from under resourced communities and communities underrepresented in medicine and research.
- Develop/enhance communication strategies, including social media and website development.
- Plan morale building activities, including social events.
- Meet with ARC-MD leadership team twice monthly and with the leaders for quarterly reviews

Administration:

- The appointed faculty member will report to the Director of ARC-MD and Office of Medical Education will provide necessary administrative support.