

Associate Director of M.D./Ph.D. Program

The Associate Director of M.D./Ph.D. Program (ADMPP) position is housed within Office of Medical Education (OME) and reports to Director of M.D./Ph.D. Program. The incumbent works closely under the leadership of the Director on all things related to M.D./Ph.D. Program.

Terms:

- ADMPP will serve a three-year term (July 2023 through June 2026) and renewable thereafter
- 20% salary in salary and benefits support

Expectations:

- This position is based on Sacramento campus to help meet students' needs while in medical school and works closely with Davis-based Associate Director for Medical Research to ensure student needs are met while on their research years in Davis.
- Coordinate with the Program Director and the M.D./Ph.D. faculty leadership to develop outreach activities.
- Develop additional outreach activities to engage premedical students particularly those from under resourced communities and communities underrepresented in medicine and research.
- Create admission process, policies, and admissions committee including students and faculty.
- Review applications, screen, interview, rate, and select candidates who align with the mission and goals of M.D./Ph.D. Program.
- Partner with ARC-MD leadership to lead the pre-matriculation month for research pathway students.
- Advise students from matriculation through graduation from medical school including connecting with faculty mentors and projects.
- Plan morale building activities, including social events.
- In partnership with the Director of the program, develop key Learning objectives, curriculum, content and evaluation methods.
- Coordinate research topics and exposure within the I-EXPLORE curriculum.
- Work with the director(s) of the ARC-MD on shared curriculum and activities, including monthly meetings, workshops.
- Work with the education outcomes unit to develop outcomes tracking.
- Provide annual reporting to OME leadership
- Responsible for all LCME requirements related to research

Administration:

- The appointed faculty member will report to the Director of M.D./Ph.D. Program and Office of Medical Education will provide necessary administrative support.