

## **Associate Director of Medical Student Research**

The Associate Director of Medical Student Research position is housed within Office of Medical Education (OME) and reports to Director of Medical Student Research. The incumbent works closely with the Director to serve as the point person for all things related to medical student research and oversee all aspects of medical student research.

### **Terms:**

- Assistant Director of Medical Student Research will serve annual term (July 2023 through June 2024) and renewable thereafter
- 10% salary in salary and benefits support

### **Expectations:**

Specific Duties Include:

- Develop key Learning Objectives, Curriculum, Content and Evaluation methods for ASC-Research (9 meetings/year MS1-MS3)
- Develop and teach a Basic Research Course for students enrolled in summer research electives
- Evaluate student research proposals for the summer research electives
- Develop additional outreach activities to engage Faculty as research Mentors
- Develop additional outreach activities to engage students in research activities
- Coordinate research topics and exposure within the I-EXPLORE curriculum.
- Continue to develop/enhance the medical student poster day and faculty involvement
- Develop/enhance communication strategies including website development.
- 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 Medical Student Research and Office of Medical Education will provide necessary administrative support.