



Faculty of Medicine

Office of Learner Well-Being and Success  
Faculty of Medicine  
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March 1, 2024

### **Director, Learner Well-Being and Success**

Term of appointment: 3 year, renewable

Time commitment: 0.20 FTE

Stipend: \$4,500 per year

Memorial University Faculty of Medicine

The Faculty of Medicine at Memorial University invites applications for a Director, Learner Well-Being and Success (LWS). This position will require a time commitment equivalent to 1 day per week (0.20 FTE) for a three-year term (renewable) and will commence July 1, 2024, or earlier pending availability. This position reports to the Associate Dean, LWS, and will work closely with the program-wide LWS team, and with the UGME and PGME academic teams.

The successful candidate will hold a GFT or part-time faculty appointment at Memorial University with sufficient protected time and flexibility to fulfill the requirements of the job. The successful candidate will be expected to work collegially with other Directors, LWS, to oversee activities that assist undergraduate and postgraduate medical learners in the areas of mentorship, career advising, well-being and respectful learning environment. The successful candidate will manage priorities and drive a variety of ongoing, annual and one-time projects and activities to ensure success of the office's initiatives and goals in the areas of mentorship, career-advising and well-being. The successful candidate will foster effective working relationships with clinical educational teams and will provide information and guidance to staff who work and communicate with the Associate Dean, LWS.

The successful candidate will have experience working with undergraduate and postgraduate learners and be competent and enthusiastic about supporting learners with personal and/or academic challenges, their well-being, and provide guidance with respect to mentorship and career advising.

**A letter of application outlining the applicant's applicable experience and interests, accompanied by a detailed curriculum vitae and the names of three references should be directed to:**

- **Dr. Greg Radu, Associate Dean, Learner Well-Being and Success, c/o Jill Purcell, Email: [pjill@mun.ca](mailto:pjill@mun.ca)**
- **Subject Line: Director, Learner Well-Being and Success**

**The deadline for applications is March 22, 2024.**

*Our vision: Through excellence, we will integrate education, research and social accountability to advance the health of the people and communities we serve.*

## Activities:

Works with the Associate Dean and other Directors in LWS on planned activities, special projects and policy making; initiates and drives ongoing, annual and one-time projects and activities; reviews projects and activities with the Associate Dean, regarding strategic and operational matters in the areas of mentorship, career advising, learner well-being and the respectful learning environment.

Advises and works on long-range planning, strategic initiatives and issues management; works with senior management in the Faculty of Medicine to carry out strategic goals and initiatives; provides leadership in problem solving, project planning, management and stakeholder engagement; development and execution of identified goals, priorities and objectives. Independently researches, prioritizes and follows up on multiple issues and concerns identified by the Associate Dean, including those of a sensitive or confidential nature, determines appropriate course of action, referral, or response.

Manages the career advising and mentorship programs; works closely with the other Directors, the LWS Office Coordinator and with the assigned administrative staff. Oversees activities that assist medical learners in evaluating specialty and subspecialty options and applying to residency programs and subspecialty training programs.

Works with the Coordinator LWS and may meet with learners and/or faculty about incidents related to the respectful learning environment to provide guidance and offer access to resources and services as appropriate. Consults university and/or hospital policies, as relevant, to determine the appropriate steps to be taken, and, if warranted, set in motion an informal or formal reporting process.

Contributes to an annual report that summarizes rates or trends regarding incidents of discrimination, harassment and mistreatment.

Contributes to the Faculty of Medicine LWS website content in the areas of mentorship, career-advising and well-being in collaboration with other staff in the office and HSIMS.

Collaborates with Educational leads, Programs Directors and Clinical Discipline Coordinators to ensure equitable access of support to learners at all sites and to ensure relevant accreditation standards are met.

Chairs, co-Chairs or attends regular meetings of LWS and other FoM committees or working groups as assigned by the Associate Dean; Contributes to monthly strategic planning meetings and other key working groups, using knowledge of policies, procedures and best practices, as required; ensures follow up actions are completed.

Provides support to colleagues in the office during absences; performs other duties as required.