#### Trent University LogoOPSEU JOB DESCRIPTION

Job Title: Coordinator - Medical Professional Stream (MPS)

Job Number: A-366 | VIP: 1370

Band: OPSEU- 8

NOC: 1221

Department: Co-op, Careers & Experiential Learning

Supervisor Title: Director, Careerspace

Last Reviewed: October 7, 2022

#### **Job Purpose:**

Reporting to the Director, Careerspace and working in conjunction with Professional Medical Advisors, assumes responsibility for program advising and program development and ongoing support for Medical Professional Stream students’ and BAS/Medical Science dual degree students’ pursuit of professional medical programs after completion of undergraduate degrees. This role will coordinate EL opportunities, host networking events, advise MPS students, and prepare them for progressing on to professional health related programs. The incumbent will also be responsible for maintaining relationship with community members in health-related fields to provide MPS students with EL, co-curricular and mentoring opportunities. The Coordinator, Medical Professional Stream is the main point of contact for all MPS students regarding MPS related programming

#### Key Activities:

***Advisory Responsibilities:***

1. Responsible for the MPS program development and establishing program policies and procedures.
2. MPS program advising.
3. Organizes events for MPS students.
4. Advises entering high school and first year students regarding transferring into the program.
5. Liaises with Academic Advisors and student services.
6. Interprets academic policies and procedures to students.
7. Advises related to updating MPS policies and procedures.
8. Attends recruitment events and coordinate Program participation in Open Houses, OUF and transfer credit events.
9. Assists in maintaining standards of policies and requirements for Medical, Dental, Veterinary, Pharmacy, and other allied health professions for application to Professional School to ensure advice and integrity of the program.
10. Serves as a consultant on MPS program and Professional Medical School requirements, activities, policies, and initiatives for MPS students.
11. Provides information to MPS on International Medical School.
12. Supports MOU’s developed with International Medical Schools and continues to explore opportunities to expand relationships with other prospective partners.
13. Maintains Department database related to MPS students with accommodation plans.

***Students Support:***

1. Takes a lead role in delivering MPS related programming. This may involve developing, implementing, or assisting with programs geared toward the development and engagement of MPS students.
2. develops, supports, and implements policies and processes related to student success in non-academic and co-curricular activities to support the enhancement of a student’s application for Professional Medical Program admissions.
3. Offers one on one and workshop style prep courses to help MPS students prepare for the interview portion of professional and medical school applications.
4. Coordinates new student Orientation events, and upper year program events.
5. Organizes training and information events for students (First Aid/CPR training, guest lecturers, academic advising sessions).
6. Plans MCAT, DAT, PCAT prep sessions.
7. Liaises with student representatives in the Premed Society and other clubs and groups with a focus on health and medicine, as well as committee representatives and students at town hall events.
8. Identifies and implements collaborative options for program delivery by working with campus stakeholders including: College Offices, College Cabinets, Student Associations, Housing Services, College Residence Life Coordinators, Student Accessibility Services, First Peoples House of Learning, etc.
9. Reviews eligibility for the Option in Premedical studies and provides feedback to students on criteria and course selection.
10. Manage the Blackboard site for the MPS program.
11. Coordinates the ORBIS system workflows for MPS student to tracking and awarding of badges and credentials.
12. Develops and launches relevant micro-credentials for MPS students to bolster professional school applications.

***Enrolment Management, Planning & Admissions:***

1. Tracks and maintains enrolment levels in the MPS program to ensure enrolment levels of high caliber students are maintained. This includes tracking retention and satisfaction of MPS programming.
2. Evaluates and rates autobiographical sketches and other application requirements for new students and evaluates intent to transfer request from existing Trent students.
3. Plans and participates in admissions presentations in year 1 Trent courses including email outreach/announcements.
4. Maintains database of course offerings for the Option in Premedical Studies; and MPS enrolments and prepares long-range forecasts of course demand for use by the Program Coordinator in program planning.
5. Develop and prepare marketing materials for the MPS program, including website development and brochures.

***Extracurricular & Co-Curricular Activities & Volunteer Placements:***

1. Maintains an Extracurricular, Co-Curricular and Volunteer Tracking record for MPS students to be used as an evaluation tool for student progression into years 2, 3 and 4.
2. Creates and hosts various events for MPS students including panel discussions, networking opportunities, community service learning, job shadowing, workshops, etc.
3. Develops outreach initiatives with volunteer organizations for MPS student engagement.
4. Provides guidance and support to students in the pursuit of Extracurricular and Co-Curricular activities and volunteer placements with local service agencies.
5. Trains and prepares students for volunteer placements.
6. Organizes ongoing communication and the marketing of our students to the community.
7. Hosts Community Agencies for promotion of programs and services to MPS students for prospective volunteer opportunities.

***Relationship Management:***

1. Acts as main point of contact and key relationship holder with MPS partner institutions including, but not limited to St. George’s University Medical and Veterinary School., University of Medicine and Health Sciences, Trinity Medical Sciences University, and Swansea University Medical School.
2. Identifies additional medical related institutions for potential partnership and pathway development.
3. Develops and maintains relationships with key community members and organizations to provide non-academic opportunities for MPS students to further bolster their professional school applications.

***Other Administrative Responsibilities:***

1. Hires and supervises student employees.
2. Develops and applies for funding through Trent University Work Study Program TWSP program; participates in selection of candidates for TWSP office assistants; assigns and supervises the work of TWSP office assistants.
3. Assists with development of new program and policy initiatives and preparation for external reviews.
4. Prepares and maintains program policy manuals for use by program administrators.
5. Represent Careerspace at various institutional events including, but not limited to, Open House, Ontario University Fair, Orientation, general awareness events, etc.
6. Participate in Careerspace led events including, but not limited to, Grad Expo, Volunteer Expo, Career Expo, etc.
7. Assist with the development of Careerspace materials.
8. Participate in the planning, development, and execution of the Careerspace strategic plan.
9. Assist with other Careerspace initiatives including Life After Trent, TCRC, TWSP, etc.

#### Education Required:

* Honours Bachelor’s Degree (4 year) required.

#### Experience/Qualifications Required:

* 3 years of administrative experience within a University environment including 1 year of related undergraduate experience in a Professional program.
* Experience advising students.
* Able to be flexible with working hours.
* Demonstrated planning skills to coordinate his/her own work and that of others and the ability to work co-operatively, exercising tact and diplomacy with various university and community stakeholders.
* Excellent writing/research/editing and organizational skills with demonstrated skills requiring sound professional judgement, problem-solving, policy interpretation, accuracy, and attention to detail.
* Knowledge of admission process for medical professional programs serviced through MPS.
* Computer applications (including word processing, spreadsheets, excel, databases and Internet) as these relate to the academic environment.
* Excellent interpersonal and diplomatic skills.
* Excellent oral and written communication skills.
* Demonstrated ability to maintain confidentiality.
* Demonstrated self-directed and independent problem-solving and work experience.

**Job Evaluation Factors:**

## Analytical Reasoning

High level of analytical reasoning e.g., identifying Trent courses that provide depth and breadth for the MCAT and prerequisite courses for admission to Professional Medical Schools.

## Decision Making

High level of freedom and independent thinking (e.g., planning and supporting student orientation, groups, and events).

## Impact

Essential to the program, the key position for supporting and providing direction to all students, particularly those requiring accommodations due to disability, extenuating circumstances, participation in extra-curricular activities and volunteer activities that support a student’s application to a Professional Medical Program.

## Responsibility for the Work of Others

Direct Responsibility

TWSP Student(s)

Event Volunteers (as required)

## Communication

Internal:

* Registrar’s office: Helps develop and implement procedures and practices for the admissions process for the MPS program; to organize scholarship prize for Science Fair finalists;
* Liaison office: Recruitment and liaison at Trent to plan and coordinate recruitment activities for the MPS program;
* Financial Services and Financial Aid, to determine the status of student's accounts and to track payments to Trent. Also to secure financial aid and short term loans for candidates for the purpose of supporting their participation in the MPS Program;
* Plan and support program fundraising profile and initiatives;
* Careers and Counselling, Trent to update on program requirements and deadlines activities for program graduates or those interested in Professional Medical programs;
* Academic Departments and Academic advisors, to provide information, training and advice about program requirements which effect appropriate course selection and volunteer work opportunities for the purpose of helping those enrolled in the MPS program successfully complete their academic requirements;
* -Explore and develop collaboration with other departments to support students interested in professional schools (i.e., Kinesiology, Department of Language and Linguistics for Speech Language Pathology, Bachelor of Arts and Science)
* Act as a resource to the Bachelor of Arts and Science dual degree with Swansea University program, and its students.
* Students, Trent on matters relating to student issues in the MPS program;
* International Office to promote international medical school opportunities and MOU’s for MPS students.
* Marketing and Communication: prepare news stories and articles for external sources, promotional videos, website management and brochures
* Alumni Office and Trent alum to act as mentors to MPS students

External:

* Relationship holder with medical pathway partner institutions
* Peterborough Community Agencies to support and develop relationships for prospective student volunteer opportunities, training and supervision, by coordinating the needs of host agencies with the needs of the Program and students.
* General Public, to act as a resource.
* Potential Students Applicants, to assist in recruitment activities and promotion.
* Professional Medical Schools to research and learn more about admission requirements and changes that might impact the program for the purpose of clearly articulating such changes to MPS students.
* Professional Medical Associations to keep abreast of ongoing information for students seeking Medical School admissions and keeping current on the challenges and issues faced with students pursuing medical school.
* MCAT/DAT and PCAT training organizations for MPS students to receive training
* Training Organizations: First Aid and CPR.

## Motor / Sensory Skills

Motor Skills:

Fine Motor Skills - Dexterity Maintains student database that includes entry and update of all student activity.

Gross Motor Skills – Coordination Assemble mailing and packages for all program partners.

Gross Fine Motor Skills – Coordination To prepare, conduct and deliver information sessions often using multimedia devices and the distribution of materials.

Sensory Skills:

Auditory - Sensory High volume of phone calls that require keen auditory ability combined with strong analytical reasoning to identify and determine the needs/intent of the caller.

Visual - Sensory Reviewing criteria for students to remain in the program; database for the purpose of identifying specific individuals who will then be subject to specific program regulations and/or policies.

Visual - Sensory Keyboarding including high volume of emails

## Effort

Mental:

* Sustained Attention/Concentration – research into professional school admission and licensure requirements, admissions’ scoring, advising, budget, and competing deadlines.
* Switch tasks, changing priorities.
* Ability to multi-task when required.

Physical:

* Sitting - Daily activities primarily occur at the desk or computer station and often resulting in long periods of writing/keyboarding.
* Bending and lifting - Major projects such as mailings and distribution of ancillary materials involves lifting of printed material, assemble packages, etc.

## Working Conditions

Psychological:

* Respond to high volume of inquiries from students and prospective students and parents who are seeking a long-term goal of a Professional Medical School, which is a highly competitive and stressful process for students; angry, frustrated, and confrontational people; specifically related to admissions issues.
* High volume of competing demands.
* Multi-tasking and prioritizing are critical to the success of the unit.
* Fast paced work environment.
* Lots of interruptions.
* Dealing with multiple faculties, CUPE, and OPSEU members with varying needs.
* Frequent evening and weekend work required.