Job Description Posting
(For Positions in UNIFOR Local 5555, Unit 1)

The content of the Job Description Posting is set and is aligned with the Job Description. The Hiring Manager may add a brief description of the work unit or project, assets, and any additional information that is important for the applicants to know. A Recruiting and Position Form and an electronic copy of the Job Description Posting must be submitted to the appropriate Human Resources Office to post a vacancy.

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<th>JD00991</th>
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<td>Pay Grade:</td>
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<td>Title:</td>
<td>Senior Education Program Associate</td>
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| Unit/Project Description: For Department use only. | Reporting to the Manager of Education Enterprise, the Senior Education Associate (EA) provides support to faculty, residents and the Site Director in relation to all facets of the Grand Erie Six Nations Postgraduate Residency Site within the Department of Family Medicine (DFM).

The Senior EA will provide administrative support, coordination and scheduling of a supervisor's calendar, plan a variety of academic events, projects, activities and will assist with facilitating processes across the program related to competency based medical education.

The Senior EA will coordinate and facilitate learning initiatives related to Indigenous people, specifically acting as host and ambassador for the Learning Lodge and provide administrative support to The DFM Domain Lead for Indigenous Health curriculum.

The Senior EA will establish and maintain strong relationships with both internal and external stakeholders. The Senior EA will effectively establish priorities of general office procedures with appropriate consideration of relevant priorities.

Job Summary: Responsible for providing administrative support for an academic program or department, the Senior Education Program Associate plans and coordinates a variety of academic program or department events, projects and activities and is accountable for monitoring the applicable project and event budgets and forecasting financial gains and shortfalls. Performs the duties of the position in accordance with established policies, procedures, and calendar of events, and is responsible for coordinating resident rotation schedules and a variety of educational events and other learning and research initiatives. Creates positive partnerships with preceptors, teaching units, clinics, sites, campuses, practices, and other support staff.

Purpose and Key Functions:

- Collect, analyze, assess, and summarize information relevant to the decision making process and developing recommendations for final approval and implementation.
- Oversee the Canadian Residency Matching System (CaRMS) with the objective to match all available learner spots to ensure the viability of the program.
- Assist in implementing program software changes, electronic modules and program surveys. Complete regular reports on projects and events status to all stakeholders, leadership and support staff and ensure the project scope and project parameters are clear.
- Maintain, evaluate and continuously update projects and events including, but not limited to, electronic modules, curriculum updates, CaRMS and databases.
- Oversee and coordinate education events, tutorials, academic half days and other learning and research initiatives.
- Create, design and develop banners, presentations and other promotional materials for use at various events.
- Create financial projections for projects and events and adjust throughout the duration of the project and event.
- Monitor budgets and reconcile accounts, complete financial transactions including travel expense reports, advances, electronic cheque requisitions, purchase orders and journal entries.
- Ensure appropriate venues and catering are secured provided and book transportation and audio-visual equipment as required.
- Delegate tasks appropriately to staff to assist with planning and coordinating events and activities.
- Make recommendations about future activities and events based on needs and results surveys.
- Facilitate various meetings and chair committees were applicable.
- Develop, plan, and coordinate rotation schedules for qualified residents at multiple sites.
- Facilitate the evaluation process for preceptors and students. Compile evaluation results and bring negative evaluations forward for review.
- Write a variety of documents including, but not limited to, correspondence and minutes.
- Respond to inquiries that are specific in nature and require a thorough knowledge of established policies and procedures.
- Maintain confidentiality of information.
- Set up and maintains filing systems, both electronic and hard copy.
- Update and maintain information in databases.
- Set up, use, and troubleshoot teleconferencing and videoconferencing equipment.

**Requirements:**
- 2 year Community College diploma in Business Administration, or related field.
- Requires 3 years of relevant experience.

**Assets:**  
*For Department use only.*
- The successful applicant operates within the principles of cultural safety and humility; is knowledgeable of Indigenous Peoples cultures.
- The successful applicant will have demonstrated experience in creating a welcoming culturally safe environment for all people, with particular focus on Indigenous people.
- Experience using Medsis is considered an asset.

**Additional Information:**  
*For Department use only.*
The successful applicant has at least three years of experience working in an academic or clinical setting, preferably in a primary care setting and experience working with medical trainees and a distributed education model.

Additional competencies include: demonstrated skills working in a team environment, demonstrated experience with various software applications including Word, Excel, PowerPoint Outlook, Mosaic and database management as well as proven experience using webex, zoom or equivalent technologies. Experience updating and maintaining websites and social networks.

Preference will be given to applicants who demonstrate a strong knowledge of local Indigenous Peoples, cultures and communities, have experience working effectively with Indigenous Peoples and organization(s), and share the Department of Family Medicine’s commitment to our ongoing journey of truth and reconciliation with Indigenous People.

Preference will be given to applicants who embody our values: Honouring and respecting others and ourselves, practicing creativity and courageous inquiry and
action, and engaging one another with generous recognition of our interdependence.