

Non-ranked full-time Contract Academic Associate Position

We are seeking a Program Developer/Coordinator for the new Interdisciplinary Oral Health Sciences PhD Program for the Faculty of Dentistry, McGill University.

The work involves data gathering and preparation of the program dossier required for the program to be evaluated by the Government of Quebec. This work includes reviewing the literature related to structure, content and outcomes of graduate interdisciplinary health science programs worldwide; internet searches for other universities that have similar programs; data gathering on past and present graduate students; etc.

The initial appointment will be for 12 months, with the possibility to renew.

Required Skills

- Bilingual
- Excellent oral, written, and interpersonal skills, including the ability to work with a diverse population
- Demonstrate aptitude for complex, accurate work with close attention to detail
- Demonstrate problem-solving skills and flexibility
- Demonstrate resourcefulness
- Ability to work in a changing environment and to prioritize assignments
- Demonstrate ability to learn and apply new technologies

Required Experience

- A PhD in Health or Social Sciences (or equivalent)

Preferred Qualifications

- Experience with graduate education, teaching or program development at McGill
- Experience working with people in different disciplines
- Potential to integrate with department faculty

Interested candidates can submit their CV by e-mail to rsvp.dentistry@mcgill.ca or by fax (1) 514 398 5846

Deadline for application: February 1, 2017