

The Association of American Medical Colleges (AAMC) is seeking a Senior Director, Educational Affairs. The Senior Director, Educational Affairs is a member of the leadership team for the Medical Education Cluster. This position holds responsibility for oversight of the leaders of the educational affinity groups and of the programs and initiatives developed and implemented within the cluster to support the professional development of educators and/or to advance education at our member organizations and more broadly.

Responsibilities:

Oversee Director (GPL) for the Group on Educational Affairs and the activities (programs and initiatives) of these group; Oversee strategic planning and implementation of strategic plan for the activities of the group; Oversee evaluation of outcomes association with group's activities.

Ensure effective management of activities planned by and implemented by the Group on Educational Affairs including but not limited to: activities of the Steering Committee, Sections, and Regional groups. Ensure successful implementation of strategic plan with attention to alignment of planned activities with the overall strategic goals of the Association and with the goal of integrating activities into an overall suite of programs and activities designed to promote the professional development of educators and to advance education at member institutions. Attend meetings, including regional meetings, of the GEA. Provide leadership for collaborative educational projects across sections/regions and across AAMC clusters in support of AAMC strategic goals and initiatives and of the goals of the GEA to advance educators and education. Oversee management of calls for submission and program planning for section and regional meetings; calls and allotment of GEA educational grants; and the development of and implementation of professional development programs including but not limited to: MERC and LEAD. Oversee evaluation and reporting of outcomes associated with all of the above.

Oversee Director (GPL) for the Organization of Resident Representatives

Ensure effective management of activities planned by and implemented by the ORR on behalf of resident physicians. Oversee creation of a strategic plan for the ORR and successful implementation of the plan with attention to alignment of planned activities with the overall strategic goals of the Association. Oversee evaluation and reporting of outcomes associated with the projects and programs of the ORR and those created in support of this constituent group.

Oversee staff member who represents the AAMC on the IPEC Institute Planning Committee

Ensure successful planning and implementation of Interprofessional Education Collaborative Institution and oversee evaluation and reporting of outcomes associated with the activity. Act as liaison between staff member serving on the planning committee and the Chief Medical Education officer to ensure alignment with goals and strategic plans of the Interprofessional Education Collaborative.

Partner with Director of Strategic Initiatives in Medical Education to ensure successful implementation of annual AAMC Medical Education Meeting and of the Virtual Medical Education Meeting

Support the Director of Strategic Initiatives in Medical Education, sharing responsibility and completing projects as requested by the Chief Medical Education Officer or by the Director of Strategic Initiatives on behalf of the CMEO to ensure the success of these meetings.

Participate in and represent the CMEO as requested on other educational project within the cluster and in collaboration with other clusters

Contribute to/lead educational committee, working groups, retreats as appropriate to achieve strategic goals of the Medical Education Cluster and of the Association. Represent the Cluster and/or CMEO in educational meetings of external and/or partner organizations.

Qualifications:

Doctoral degree; MD or PhD or equivalent combination of education or experience

12 years of work experience required, 12+ preferred

Advanced knowledge of medical education and of the domains of the work of educators (teaching, learner assessment, curriculum development, educational leadership and administration), of the organization of education and educational programming across the continuum and in medical schools and teaching hospitals and health systems, and of educational theory and scholarship/literature.

The successful candidate has likely held a significant educational leadership position in a medical school of teaching hospital and health system.

Advanced communication and leadership skills including excellent organizational, time management and priority setting skills.

Able to handle multiple complex projects and initiatives simultaneously.

Advanced skills in effective oral and written communication and presentations and proficient in computer skills and the use of technology related to job responsibilities.

Interested candidates can apply directly through this link:

https://aamc.wd5.myworkdayjobs.com/AAMC/jobs#%253Ben-US%253BAAMC%253Bjob%253BWashington%253BSenior-Director--Educational-Affairs_10001306%253FhistoryLocationItem%253D2