

## **Assistant Dean, Professional Development Queen's Health Sciences**

[Queen's Health Sciences](#) (QHS) invites internal applications for the position of Assistant Dean, Professional Development. Reporting to the Vice-Dean, Health Sciences Education, the successful candidate will provide administrative and educational leadership within the Office of Professional Development and Educational Scholarship (OPDES). This is an exciting opportunity for an individual who is passionate about advancing the strategic priorities of QHS by providing innovative interprofessional education and scholarship opportunities across QHS and our region.

As the Assistant Dean, Professional Development, you will serve as an executive member of the OPDES leadership, collaborating to develop a vision and mission for professional development at QHS. You will oversee the development, planning, delivery, and evaluation of educational programming and curricula in continuing professional development for healthcare professionals, as well as faculty development programming and curricula that meet the needs of faculty and programs at QHS. You will ensure best practices in the design, delivery, and management of professional development activities, while providing academic and operational leadership of professional development staff within OPDES.

The successful candidate will hold a faculty appointment within Queen's Health Sciences and have strong leadership skills and experience. They will have exceptional interpersonal and cross-cultural communication skills, with the ability to foster and cultivate relationships with stakeholders both within the faculty and with external partners. The ideal candidate will demonstrate sound judgement and integrity in decision-making processes, with the ability to be objective, fair, impartial, and flexible in problem-solving, while upholding the interests, policies, and processes of stakeholder organizations.

The Assistant Dean, Professional Development will support the University's commitment to equity, diversity, and inclusion, Indigeneity, and accessibility through the development and implementation of initiatives designed to foster inclusivity within an interdisciplinary and collaborative work environment. If you are a passionate and driven individual who is committed to advancing professional development in healthcare, we encourage you to apply for this exciting opportunity.

The anticipated time commitment for the Assistant Dean, Professional Development will be a 0.4 FTE position. The term of the appointment is five years, renewable upon successful review.

Applications must be accompanied by a letter summarizing leadership and administrative experience, a curriculum vitae, the names and full contact information of three referees, and a letter from the applicant's Department Head/Director in which the Head/Director expresses their support for the application. Applications are to be directed to: Dr. Richard van Wylick Vice-Dean, Health Sciences Education, QHS, c/o Kristy Lodewyks, Senior Staffing Officer, QHS

([kristy.lodewyks@queensu.ca](mailto:kristy.lodewyks@queensu.ca)). Review of applications will commence **May 22, 2023** and will continue until the position is filled. ***Prospective candidates are encouraged to contact Kristy Lodewyks to request a detailed copy of the role description.*** Support to applicants with disabilities, including accommodation that considers an applicant's accessibility needs, will be provided in the recruitment processes. If you require accommodation during the interview process, please contact Kristy Lodewyks, as indicated above.

*The University invites applications from all qualified individuals. Queen's is strongly committed to employment equity, diversity, and inclusion in the workplace and encourages applications from individuals who self-identify as members of equity-deserving groups, including women, Indigenous Peoples, persons living with disabilities, racialized communities, and members of 2SLGBTQIA+ communities. Queen's is committed to fostering an institutional culture which recognizes and respects the equal dignity and worth of all who seek to participate in the life, work, and mission of the University. Visit [Inclusive Queen's](#) for information on equity, diversity and inclusion resources and initiatives.*