

FACULTY POSITION DESCRIPTION

for the period of _____ to _____

NAME: _____

RANK: Education Assistant Professor

TITLE: Education Assistant Professor Director of MEDPREP, Division Chair, Department of Medical Education/ MEDPREP

TRACK: Alternate Track

DEPARTMENT/DIVISION: MEDPREP; Department of Medical Education; Office of the Dean and Provost

POSITION PURPOSE:

Under the general direction of the Dean of the School of Medicine, the incumbent is responsible for the operation of the Medical/Dental Education Preparatory Program (MEDPREP). The incumbent also serves as Chair for the faculty in the Department of Medical Education/MEDPREP

FUNCTIONAL RELATIONSHIPS:

The reporting line above is the Dean and Provost of the Southern Illinois University School of Medicine. The reporting line below is the Associate Dean for the Department of Medical Education.

DUTIES AND RESPONSIBILITIES:

The following information is intended to be representative of the work to be performed by incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related or a logical extension of position responsibilities

The incumbent demonstrates, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine; provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.

- | | |
|---|---------------|
| I. Teaching | _____10_____% |
| 1. Lead didactic sessions for MEDPREP learners | |
| II. Service (Patient Care) | _____0_____% |
| III. Administration | _____80_____% |
| 1. Directing the MEDPREP program, providing fiscal and managerial direction and oversight of operations | |
| 2. Advising the Dean of the School of Medicine and the Associate Dean of Students on issues and policies as they relate to diversity in the MEDPREP program, and serving as a point of contact and support for first-year medical students in Carbondale. | |

3. Representing the SIUSOM and MEDPREP at the national level through continued participation with AAMC and other national organizations
4. Providing ongoing program support to *underrepresented in medicine students* (African-Americans, Latinos, Native American Indians, Alaskan Natives, Pacific Islanders) on both the Carbondale and Springfield campuses of the medical school
5. Providing instruction to MEDPREP students in a variety of formats
6. Serving on the MEDPREP Student Progress Committee, MEDPREP and SIUSOM Admissions Committees and other committees as needed

IV. Research ____5____%

1. Advance scholarship and research in medical education and equity.

V. Other Professional Activities (Service) ____5____%

1. Participate in SIU System and local community activities towards the advancement of MEDPREP goals

MINIMAL QUALIFICATIONS:

1. Sensitive to the needs of underrepresented minority populations.
2. MD, PhD, EdD, or a terminal degree in another suitable field

DESIRABLE/ PREFERRED QUALIFICATIONS:

1. Preferred five years of college level counseling and/or teaching
2. Five years of experience working with ethnically and educationally diverse learners
3. Excellent interpersonal skills

ENVIRONMENTAL, HEALTH AND SAFETY RESPONSIBILITIES:

Participates in meetings, training and other environmental, health and safety activities as required by SIU School of Medicine.

WORKING CONDITIONS/PHYSICAL DEMANDS:

See attached Physical and Environmental Requirements form.

Incumbent

Immediate Supervisor

Department Chair/Head

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: **Education Assistant Professor - Director of MEDPREP**

Position No. (If applicable): **SMS.FA.** Department: **Medical Education-SMC**

WORK ENVIRONMENT: (Check all applicable environments)

<input checked="" type="checkbox"/> Office	<input type="checkbox"/> Hospital
<input type="checkbox"/> Clinic	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Research Laboratory	<input type="checkbox"/> Outdoors
<input type="checkbox"/> Other (Be Specific): _____	

PHYSICAL DEMANDS:	Seldom <small>(Performed rarely less than 2% of the time)</small>	Occasionally <small>(Performed less than 25% of the time)</small>	Frequently <small>(Performed 26% to 50% of the time)</small>	Constantly <small>(Performed 51% or most of the time)</small>	N/A
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(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)

Reading	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Close visual acuity	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Travel	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stooping	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working at heights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in extreme cold, heat and/or humidity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in close quarters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Climbing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Operating motor vehicles	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working above shoulder level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling	10 - 20 lbs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Carrying	10 - 20 lbs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lifting	10 - 20 lbs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief.

I have read, understand and am capable of meeting the physical and environmental demands of this position.

Supervisor Signature _____ Date _____ Supervisor Name _____ Employee Signature _____ Date _____