



Faculty of Medicine

Memorial University is situated on the traditional territories of diverse Indigenous groups of the Beothuk, Mi'kmaq, Innu, and Inuit of the province of Newfoundland and Labrador and acknowledges and respects the diverse history and cultures of these groups.

Memorial University is one of the leading universities in Atlantic Canada, and the only university in the province of Newfoundland and Labrador. Offering certificate, diploma, undergraduate, graduate, and postgraduate programs to approximately 18,000 students, Memorial provides a distinctive and stimulating environment for teaching and learning. St. John's is a friendly city with great historic charm, and a dynamic arts and culture scene. It is nested within striking landscapes and offers a wide range of outdoor activities.

Position: DIRECTOR, LEARNER WELL-BEING AND SUCCESS

Discipline/Division: Learner Well-Being and Success (LWS), Faculty of Medicine

Term of appointment: Three years, renewable subject to review

Time commitment: 0.20 FTE

Stipend: \$4,500 per year

Reports to: Associate Dean of Learner Well-Being and Success

The Faculty of Medicine at Memorial University invites applications for a Director, Learner Well-Being and Success (LWS). This position will require a time commitment equivalent to 1 day per week (0.20 FTE) for a three-year term (renewable) and will commence pending availability. This position reports to the Associate Dean, LWS and will work closely with the program-wide LWS team, and with the UGME and PGME academic teams.

The successful candidate will hold a GFT or part-time faculty appointment at Memorial University with sufficient protected time and flexibility to fulfill the requirements of the job. The successful candidate will be expected to work collegially with other Directors, LWS, to oversee activities that assist undergraduate and postgraduate medical learners in the areas of mentorship, career advising, well-being and respectful learning environment. The successful candidate will manage priorities and drive a variety of ongoing, annual and one-time projects and activities to ensure success of the office's initiatives and goals in the areas of mentorship, career-advising and well-being. The successful candidate will foster effective working relationships with clinical educational teams and will provide information and guidance to staff who work and communicate with the Associate Dean, LWS.

The successful candidate will have experience working with undergraduate and postgraduate learners and be competent and enthusiastic about supporting learners with personal and/or academic challenges, their well-being, and provide guidance with respect to mentorship and career advising.

Activities:

- Work with the Associate Dean and other Directors in LWS on planned activities, special projects and policy making; initiate and drive ongoing, annual and one-time projects and activities; review projects and activities with the Associate Dean, regarding strategic and operational matters in the areas of mentorship, career advising, learner well-being and the respectful learning environment
- Advise and work on long-range planning, strategic initiatives and issues management; work with senior management in the Faculty of Medicine to carry out strategic goals and initiatives; provide leadership in problem solving, project planning, management and stakeholder engagement; development and execution of identified goals, priorities and objectives. Independently research, prioritize and follow up on multiple issues and concerns identified by the Associate Dean, including those of a sensitive or confidential nature, determine appropriate course of action, referral, or response

***Our vision:** Through excellence, we will integrate education, research and social accountability to advance the health of the people and communities we serve.*

- Manage the career advising and mentorship programs; work closely with the other Directors, the Manager, LWS and with the assigned administrative staff. Oversee activities that assist medical learners in evaluating specialty and subspecialty options and applying to residency programs and subspecialty training programs
- Work with the Manager, LWS and may meet with learners and/or faculty about incidents related to the respectful learning environment to provide guidance and offer access to resources and services as appropriate. Consult university and/or hospital policies, as relevant, to determine the appropriate steps to be taken, and, if warranted, set in motion an informal or formal reporting process.
- Contribute to an annual report that summarizes rates or trends regarding incidents of discrimination, harassment and mistreatment.
- Contribute to the Faculty of Medicine LWS website content in the areas of mentorship, career-advising and well-being in collaboration with other staff in the office and HSIMS
- Collaborate with Educational leads, Programs Directors and Clinical Discipline Coordinators to ensure equitable access of support to learners at all sites and to ensure relevant accreditation standards are met
- Chair, co-Chair or attend regular meetings of LWS and other Faculty of Medicine committees or working groups as assigned by the Associate Dean; contribute to monthly strategic planning meetings and other key working groups, using knowledge of policies, procedures and best practices, as required; ensure follow up actions are completed.
- Provide support to colleagues in the office during absences; perform other duties as required.

A letter of application outlining the applicant's applicable experience and interests, accompanied by a detailed curriculum vitae and the names of three references should be directed to:

- **Dr. Heather Flynn, Associate Dean, Learner Well-Being and Success, lws@mun.ca**
- **Subject Line: Director, Learner Well-Being and Success**

The deadline for applications is December 11, 2025

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. Memorial University is committed to employment equity and diversity and encourages applications from all qualified candidates, including women; people of any sexual orientation, gender identity, or gender expression; Indigenous peoples; visible minorities, and racialized people; and people with disabilities.

Memorial is committed to providing a learning and working environment that promotes and supports inclusivity and well-being. If there is anything we can do to ensure your full participation during the application process, please contact equity@mun.ca directly and we will work with you to make appropriate arrangements.