

## **Job Title: Assistant Dean for Diversity and Cultural Affairs in IDEAL MEd of the Academic Programs Office of the Perelman School of Medicine**

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**Degree Required:** PhD, MD, DO, or clinical doctoral degree

**Key Experience:** Trainee advising, mentoring and teaching experience at PSOM

**Level of Job:** AC, CE, or Tenure-track faculty at the Associate or Full Professor level preferred, Assistant Professor level will be considered with demonstrated experience

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### **Scope**

10 % FTE and is funded as part the inter-equity transfer for unfunded teaching of undergraduate medical students to serve as a core faculty member of IDEAL MEd, and oversee and advise student-run cultural affinity groups.

### **Job Description**

- Serve as a core faculty member of IDEAL MEd leadership team, contributing to development, implementation, and assessments of the strategic plans of IDEAL MEd.
- Oversee and advise student cultural affinity groups, including the Student National Medical Association (SNMA), Latino Medical Student Association (LMSA), Penn Med Pride, Elizabeth Blackwell Society, Asian Pacific Medical Student Association (APAMSA), South Asian Medical Student Association (SAMoSA), Low Income and First Time Undergraduate and Medical Students at the University of Pennsylvania (LIFT US UP), Students Opposing Racism in Medicine (StORM), and several religious student organizations. Make sure that all groups have a faculty advisor and establish relationships with all faculty advisors so that they are aware of policies to promote safety and collegiality.
- As affinity groups are supported, strive to build a community of these groups coming together and sharing values, concerns, and traditions.
- Be the faculty contact for the students seeking to establish new cultural affinity groups.
- Supervise SIDE (Students for Inclusion, Diversity and Equity).
- Oversee the implementation and tracking of student-initiated equity initiatives.
- Oversee the process for selecting the speakers for three annual lectures (Nathan Mossell Lecture on Health Equity; The Helen O. Dickins Lecture on Women in Medicine; and the John Fryer Lecture on LGBTQ Health).
- Attend/participate in key IDEAL MEd meetings/events, including the monthly leadership meetings, the Diversity Network event during Penn Pre-View, the annual UIM convocation, and the annual PDI lectures.
- Hold weekly office hours on the 6<sup>th</sup> floor of the Jordan Medical Education Center for individual meetings with students either by walk-in or by appointment.
- Attend national meetings to represent IDEAL MEd and/or for purposes of diversity recruitment.
- Other duties as assigned.

### **REQUIRED Qualifications**

- PhD, MD, DO, or clinical doctoral degree
- Demonstrated ongoing education commitment at PSOM
- Trainee advising, mentoring and teaching experience at PSOM
- Knowledge and experience in the PSOM medical student curriculum
- Knowledge and experience developing and delivering innovate trainee programing and content
- Ability to objectively assess programing and suggest needed changes when appropriate
- Organizational and managerial skills
- Critical and strategic thinking skills
- Demonstrable ability to work well with and communicate with others
- Must be a team player

### **Reporting Relationship**

- Direct report to Dr. Horace DeLisser, the Associate Dean for Diversity and Inclusion, as well as work closely with the other Assistant Deans for Diversity and Inclusion