# UCSF Osher Center for Integrative Health

# Associate Director of Education Job Description

**Program Description:**

The UCSF Osher Center Education Program is committed to developing outstanding integrative health leaders through transformative education and training. We specialize in teaching, curriculum design, mentoring, faculty development, and educational research. Our goal is to provide the highest quality integrative health education to current and future healthcare practitioners, researchers, educators, and the public.

**Position Overview:**

The Associate Director of Education for the UCSF Osher Center for Integrative Health, working closely with the Director of Education and the Center Director, provides leadership for the development, implementation, evaluation, dissemination, and coordination of health professions education activities of the Osher Center. Areas of responsibility may include projects in UME (both required integrative medicine Bridges content and electives); GME, including the Osher Collaborative Clinical Fellowship in Integrative Health and housestaff rotations; interprofessional education; and/or CME and CEU courses sponsored by the Osher Center. The position is supported at 10-20% FTE and is reviewed for renewal on an annual basis.

**Position Responsibilities:** From amongst this set of responsibilities, the incumbent will work with the Director of Education.

1. Provides leadership, oversight, and accountability for the quality of health professions education initiatives sponsored by the Osher Center for Integrative Health, including being responsible for
   * Developing innovative educational experiences for learners
   * Coordinating selection and recruitment of faculty and staff to meet specific educational needs for courses run by the Osher Center
   * Incorporating new developments in integrative health, health professions education, and professional development
   * Formulating and assessing achievement of learning objectives
   * Participating in strategic planning and annual evaluation of the education program to assess the quality of the educational experience and review available resources in order to ensure that maximal benefit is derived from the integration of program components
   * Collaborating with external partners to deliver Osher-Center-approved educational content
2. Participates in and promotes scholarship, including contributions of faculty and staff to new knowledge, encouraging and supporting trainee scholarship, and contributing to a culture of scholarly inquiry by active participation in Osher Center and Osher Collaborative Education Working Group, grand rounds, case conferences, journal clubs, and national and international professional conferences.
3. Promotes Diversity, Equity, and Inclusion through:
   * Encouraging discussion of and inclusion of integrative health equity curricular content and equity pedagogy
   * Utilizing holistic review and other best practices to support diversity and inclusion among trainees, staff, and faculty
4. Meets twice each month with the Education Director and monthly with the Center Director; attends monthly Education Program meetings that include Education Program faculty and staff
5. Participates in monthly meetings of the Osher Center Executive Committee
6. Participates in quarterly Osher Center Education Collective meetings

**Applicant Qualifications:**

Required:

# Demonstrated excellence as a medical or health professions educator, including

* + A current faculty appointment at University of California, San Francisco
  + Experience teaching integrative health at both UME and GME levels
  + Knowledge of principles of medical and interprofessional education
  + Proven leadership skills, such as team building, management, and problem solving
  + Experience working in education programs to define program strategy and provide overall direction for program development
  + Knowledge of core competencies in integrative medicine for medical school curricula and core competencies for integrative medicine fellowships
  + Knowledge of ACGME and ACCME requirements

Preferred:

* + Fellowship-trained in integrative medicine
  + Board-certified/eligible, American Board of Integrative Medicine
  + Formal training in medical education
  + Member of the Haile T. Debas Academy of Medical Educators

**How to apply:**

Send the following application materials to Angela Sutkaitis, MBA, Osher Center Chief Administrative Officer, at [Angela.Sutkaitis@ucsf.edu](mailto:Angela.Sutkaitis@ucsf.edu):

1. CV including Educators Portfolio
2. Letter of Interest (word count: 500 max):
   1. Describe experience and accomplishments in all applicable categories:
      1. Teaching
      2. Mentoring and advising
      3. Curriculum development and instructional design and technology
      4. Educational leadership
      5. Learner assessment
   2. Describe how you can contribute to the UCSF Osher Center Education Program
3. Diversity Statement ([more information](https://diversity.ucsf.edu/contributions-to-diversity-statement)) (word count: 250 max)
4. References (2): Names and contact information
5. Letter of support from department chair

Due Date: November 1st, 2023