

**Division of Medical Education (WWAMI) – Director Search**  
**College of Health Sciences**  
**University of Wyoming**

**Director Position Announcement**

**REQUISTION #20003922**

**Link to Position & Application:**

[https://uwyo.taleo.net/careersection/00\\_ex/jobdetail.ftl?job=20003922&lang=en](https://uwyo.taleo.net/careersection/00_ex/jobdetail.ftl?job=20003922&lang=en)

**Position [JOB PURPOSE]**

Director of the Division of Medical Education (WWAMI Medical Education) in the College of Health Sciences, University of Wyoming (UW). Joint appointment with the University of Washington School of Medicine (UWSOM). Full-time annual appointment beginning July 2021.

**Requirements [MINIMUM QUALIFICATIONS]**

- Doctoral degree (MD/DO/PhD) in related field with experience commensurate for appointment at the rank of associate/full professor at the UW and the UWSOM.
- Knowledge, experience, and expertise to lead the graduate medical education team to achieve the objectives of the UWSOM medical education curriculum.
- Evidence of strong communication skills that can be leveraged to (1) lead the WWAMI medical education program at the UW campus and (2) support and advance collaborative partnerships across the five state WWAMI (Washington, Wyoming, Alaska, Montana, Idaho) medical education cooperative program.
- Demonstrated administrative experience to include fiscal/budget management, personnel management, and program planning.
- Experience teaching medical students and expertise to teach in one of the first or second year WWAMI subject matter areas
- Clinical medicine/public health practice experience or active research program in the health/biomedical sciences
- Evidence of ability to work effectively as a team member and team leader.

**Preferred Qualifications [DESIRED QUALIFICATION]**

Applications are encouraged even if the following preferred qualifications are not met because skills and competencies show up in different ways.

- Skills/experience that foster a safe learning and work environment committed to diversity, equity, and inclusion
- Previous leadership/administrative experience in medical education
- Instructional experience in an integrated medical school curriculum
- Experience developing budgets
- Experience with marketing, fundraising, and/or stewardship of stakeholder/partner relationships
- Evidence of leading a collaborative-/team-based work environment
- Engagement with relevant professional associations.
- Demonstrated understanding of the unique challenges and opportunities associated with medical practice in rural locations.

**Responsibilities [ESSENTIAL DUTIES AND RESPONSIBILITIES]**

*Negotiable with formal appointment. Salary commensurate with qualifications*

ADMINISTRATION 50% – reporting to the Dean Health Sciences at the UW and collaborating with the Vice Dean of the UWSOM, the Director is responsible for oversight and management of all academic/curricular, pipeline, personnel, facility, operations, and fiscal matters of the

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WWAMI program. Coordination and implementation of forthcoming UWSOM curricular revisions. Travel required to UWSOM and Wyoming instructional sites.

TEACHING 25% – provide quality medical education instruction within area of expertise.

CLINICAL PRACTICE/RESEARCH 20% - engage in clinical practice and/or sustain an active scholarly research program.

SERVICE and PROFESSIONAL DEVELOPMENT 5% – provide service to the division, college, university, state, WWAMI program, and profession; engage in professional development activities that advance administrative, leadership, curricular-development, and/or pedagogy practices.

**Secondary Responsibilities [SUPPLEMENTAL FUNCTIONS]**

- Development and stewardship of new and existing stakeholder/constituent relationships
- Fundraising for the WWAMI Medical Education Program

**Application [REQUIRED MATERIALS]**

Applications to be received by **Friday, February 5<sup>th</sup>, 2021**; review of applications will be on-going and continue until position filled. Required application materials include:

- a letter of application/intent addressing qualifications relevant to the positions' requirements, responsibilities, and preferred qualifications
- resume or curriculum vitae that includes teaching/instruction experience
- 2-page (maximum) leadership philosophy that incorporates past leadership experiences and relevance to medical education
- names and contact information (e-mail address, telephone number) of four references

Electronic submission of application materials is required. Assistance/questions with application submission should be directed to Natalia Tugwell-Brown, WWAMI Medical Education Business Manager ([ntugwell@uwyo.edu](mailto:ntugwell@uwyo.edu)) or (307) 766-4908.

Questions/inquiries about the position should be directed to Derek Smith, Search Committee Chair, ([smithdt@uwyo.edu](mailto:smithdt@uwyo.edu)) or (307) 766-5271.

**Division of Medical Education**

Administratively housed in the College of Health Sciences, the Division of Medical Education includes 40 full-time students in their first or second years, 2 staff members, and ~ 60 clinical faculty, PhD faculty instructors, and preceptors. As a member of the five state WWAMI cooperative medical education program, students complete the first two years of medical education at the University of Wyoming before transitioning to the UWSOM for the remaining two years of education and training. The Division of Medical Education partners with several academic units across campus and within the College of Health Sciences (School of Pharmacy, School of Nursing, Division of Communication Disorders, Division of Kinesiology and Health, Division of Social Work, and Wyoming Institute of Disabilities) to achieve the instructional mission directed by the UWSOM. The Division of Medical Education at the University of Wyoming is supported in its mission by state-of-the-art teaching facilities, invested and committed partners across Wyoming, and an exceptional team of staff, faculty instructors, clinical faculty, and preceptors. Over the past 23 years, 260 Wyoming residents have earned medical degrees through WWAMI and the majority of graduates (~70%) return to practice in Wyoming. WWAMI's goal is to make medical education accessible to students in northwestern states that do not have independent medical schools and to help meet physician workforce needs for each of the states.

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The University of Wyoming, founded in 1886 at Laramie, is an educational research community of more than 12,000 students. Approximately two hours by car north of Denver, CO, Laramie is situated at 7,200 feet above sea level on the high plains of southeastern Wyoming between the scenic Laramie Range to the east and the spectacular Medicine Bow Mountains to the west. For more information visit our website at <http://www.uwyo.edu/>. The University of Wyoming is an affirmative action/equal opportunity employer.

**Hiring Statement [HIRING STATEMENT]**

UW is an Affirmative Action/Equal Opportunity Educator and Employer. We are committed to a multicultural environment and strongly encourage applications from women, minorities, veterans and persons with disabilities. In compliance with the ADA Amendments Act (ADAAA), if you have a disability and would like to request an accommodation to apply for a position, please call 307-766-2377 or email [jobapps@uwyo.edu](mailto:jobapps@uwyo.edu).