

THE UNIVERSITY OF BRITISH COLUMBIA FACULTY OF MEDICINE



UBC Faculty of Medicine
University of British Columbia
317 - 2194 Health Sciences Mall
Vancouver, BC V6T 1Z3

Tel: (604) 875-8298
Fax: (604) 822-6061
Email: admissionmd@ubc.ca



Northern Medical Program (NMP)
Shelley Raper
NMP Admissions Site Coordinator
University of Northern British Columbia
3333 University Way
Prince George, BC V2N 4Z9

Tel: (250) 960-5165
Fax (250) 960-5518
Email: shelley.raper@unbc.ca

The UBC Faculty of Medicine, Admissions Office is currently accepting applications for the position of **Rural and Remote Suitability Score (RRSS) File Reviewer**. This is a contract position from October 2014 to the end of November 2014. Exact start and end dates will be determined at a later date. At this time, we are seeking 1 RRSS File Reviewer who will help evaluate applications.

File Reviewers will report to the UBC Associate Dean, MD Undergraduate Admissions and the Manager, MD Undergraduate Admissions and work closely with the NMP Student Affairs & Admissions Site Coordinator.

Following an initial training at UNBC, the RRSS File Reviewer will work independently and collaboratively to perform detailed review and evaluation of the RRSS portion of applications for the medical program including, but not limited to, a rural interest statement, questions relating to rural and remote experiences, and a list of extra-curricular activities from each application. Using established criteria, the RRSS File Reviewer will look for evidence of personal qualities considered important for the practice of medicine in rural/remote/northern settings and assign scores for each application. The RRSS file review scores will form part of the material considered by the Admissions Selection Committee when choosing candidates for the Northern Medical Program.

The File Reviewer may work according to his/her own schedule. However, all work must be done at UNBC due to the confidential nature of the evaluation material.

Project remuneration is \$3,517.00-4,222/month (FTE)
This position is part time 50% (17.5 hours/week).

This position requires:

- ✓ A detail-oriented person with ability to sustain focused concentration for long periods
- ✓ Ability to exercise judgment and make sound decisions quickly
- ✓ Excellent analytical skills and superior comprehension of the written word
- ✓ Ability to work with highly confidential applicant and scoring information

Applicants with exposure to or experience in rural, remote, northern or Aboriginal communities are strongly encouraged to apply. An undergraduate or post-graduate background in medicine, nursing, psychology, social work, education, human geography or human resources is preferred.

Please fax (250-960-5518) or email your cover letter, resume and names of 3 references to shelley.raper@unbc.ca by Wednesday September 17, 2014 at 4:30 pm. Short-listed candidates will be contacted shortly thereafter. An interview will be conducted in Prince George tentatively the week of September 22nd. The expected start date will be early October and will include a training day. Contract end-date is the end of November 2014.

If you have any questions, please contact Shelley Raper, NMP Student Affairs & Admissions Site Coordinator either via phone (250) 960-5165 or shelley.raper@unbc.ca.

August 8, 2014