

Office of Medical Education Summer Employment Opportunities

Admissions

Positions Available: 1

Duration: 6-8 weeks with an average of 40 hours/week

Position Description:

The Admissions Office summer employment opportunity will include in depth training on holistic review and exposure to all facets of the admissions cycle. This work will include review of the admissions processes, recruitment materials, interview day programming, and support of incoming students.

Additionally, the Admissions Office is in the process of reviewing all the policies and procedures which includes development of the new supplemental questions, writing the admissions operations manual, and review of the admissions committee by laws. Student employees will receive hands on experience in all areas of the admissions process. Students applying should be in good academic standing, agree to abide by confidentiality processes and have an interest in academic medicine.

More Details and How to Apply:

- Position will be in-person.
- 40 hours per week.
- Positions available to start in early June and end the first week of August.

To Apply: Applications accepted through the end of the day on April 7, 2023.

Please send a letter of interest and CV or resume to [Caroline Wolf](#) with “Admissions Summer Employment Opportunities” in the subject line.

Curriculum

Positions available: 2

Duration: 6-8 weeks with an average of 40 hours/week

Position Description:

The Curriculum summer employment opportunity will focus on quality improvement and research of the Foundations Level curriculum at the Larner College of Medicine. Student employees will work to systematically improve areas of the medical curriculum that have been identified through student and faculty evaluations or national guidelines. Projects could include improvements in curricular materials with respect to basic science content or reducing bias and improving inclusive language within curriculum materials. The chosen candidate will be expected to meet with their Office of Medical Education supervisor weekly, however, work may be done remotely. Students applying should be in good academic standing and show a desire to improve medical education materials. An interest in performing medical education research and some experience working with module or graphic design software is desired. The incumbent will be required to sign a confidentiality agreement.

More Details and How to Apply:

- Position will be hybrid, combining in-person and remote work.
- 40 hours per week.
- Positions available to start in early June and end the first week of August.

To Apply: Applications accepted through the end of the day on April 7, 2023.

Please send a letter of interest and CV or resume to [Caroline Wolf](#) with “Curriculum Summer Employment Opportunity” in the subject line.