Director of Undergraduate Research (Job# 14179)

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Type: Full-Time
Salary: $71,041 - $89,867 per year
Posted: 2 days ago
Category: Student Affairs and Services
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POSITION OBJECTIVE

At Case Western Reserve University, participation in research or creative endeavors is a primary mechanism by which experiential learning occurs. The director of the Office of Undergraduate Research is responsible for integrating the university's educational and research missions by bringing undergraduates into the research process. The director administers the central office for undergraduate research serving all undergraduate students and working with faculty and staff from all the schools and the College of Arts and Sciences.

The goals of the office are to develop, promote and support opportunities for undergraduates to carry out research and creative projects at Case Western Reserve University and at off-campus locations; to enable all undergraduates interested in research and/or creative projects to have this opportunity, on-and/or off- campus; to increase the number of opportunities for research and creative projects for university undergraduates; secure external funding for undergraduate research and creative endeavors in collaboration with university development officers and school administrative staff; and increase the visibility of undergraduate research at Case Western Reserve University, regionally, and nationally.

ESSENTIAL FUNCTIONS

1. Lead university-wide effort to significantly expand opportunities for undergraduate research and creative projects and communicate opportunities to students. Work with faculty and with off-campus institutions, especially those in University Circle, to increase opportunities for undergraduate research and creative projects. Meet with faculty to determine their needs. (20%)

2. Lead efforts to gain outside funding to support undergraduate participation in research and creative activities. Lead, develop and write grant applications in collaboration with faculty. Serve as the primary investigator for grant funding specifically for finding funding for Office of Undergraduate Research. Work with development staff, including the Case Alumni Association to identify potential foundations and donors for undergraduate research. Maintain records and write reports as needed concerning donor funded projects; maintain relationships with donors. (20%)
3. Foster development of student publications and presentations focused on undergraduate research and creative projects in national and international journals and conferences. Develop a way to track participation of undergraduate research, and external publications/presentations arising from this research, which has never been previously tracked due to its distributed nature throughout many units. Analyze data and compile reports for academic and administrative departments. Establish baselines, targets and metrics for assessment of Office of Undergraduate Research program. Establish office annual goals and write annual report. (15%)
4. Lead effort to communicate opportunities for undergraduate research and creative projects to students Advise all interested students concerning how to identify opportunities on- and off -campus. Promote student participation in local and national competitions related to presenting their research and creative projects. Assist students with applications as needed. Identify and nominate students for university prizes and national scholarships/fellowships competitions. Host information workshops and work with other units (e.g., offices within the Division of Student Affairs, schools and the College, and student organizations) to co-sponsor information sessions. Participate in classes at the request of faculty concerning finding and preparation for undergraduate research opportunities. Serve as an adviser to undergraduates applying for national fellowships/scholarships for which participation in undergraduate research is an important selection criterion. (10%)
5. Administer the institutional and donor student-funding process for the office. Advise students on their research grant applications, review proposal drafts. Assist and mentor students throughout entire process as needed. Administer the student payment process working closely with associated offices as needed. Prepare applications materials, identify selection committee, convene and run selection committee and its process, prepare rejection and acceptance letters. (10%)
6. Administer Intersections: Research Symposium and Poster Session. Direct and organize all event details related to the event: registration/marketing and publicity/site location and set-up/student schedules/judging and judging process/evaluation of event, etc. (10%)

NONESSENTIAL FUNCTIONS

1. Serve as the point of contact for faculty, staff, students, and prospective students and parents, regarding undergraduate research and creative projects at Case Western Reserve University. Serve on university committees as needed, including the Academic Affairs committee and the undergraduate planning committee. (5%)
2. Develop and administer an office marketing plan for all activities associated with the office. Supervise the design of printed and digital publicity, marketing, and recruiting pieces. Maintain relationships with university public relations. Supervise the maintenance of the Office of Undergraduate Research website keeping it updated with the research profiles of faculty in all the Schools and Colleges and with research and creative project opportunities on campus, around the country and globally. Supervise the maintenance of the office web site, keeping in mind the various constituents of the office, including prospective students and their parents. (5%)
3. Administer the office budget, including setting and managing the annual budget. Serve as administrator for Case Western Reserve University's Beckman Scholars program. (5%)
4. Perform other duties as assigned. (<1%)

CONTACTS

Department: Regular contact with Vice President of Student Affairs to report on Office of Undergraduate Research activities. Frequent contact with the dean of the Undergraduate Advising Support Office for information exchange, consultation, and decision-making. Frequent contact with offices of Student Affairs to provide information about Office of Undergraduate Research activities and co-sponsor undergraduate activities.

University: Regular contact with Vice Provost for Interdisciplinary and International Initiatives to report on Office of Undergraduate Research activities. Regular contact with faculty, departmental chairs, associate deans and academic support staff about the Office of Undergraduate Research activities and undergraduate research planning. Occasional contact with Student Employment office regarding student payment process and record keeping.

External: Regular contact with local institutions that could provide undergraduate research opportunities and/or creative projects. Periodic contact with agencies and institutions that fund undergraduate research and creative projects (e.g., National Institutes of Health (NIH), National Science Foundation (NSF).

Students: Daily contact with undergraduates concerning undergraduate research and creative endeavors. Frequent contact with student organizations advised by office. Occasional contact with student organizations pertaining to Office of Undergraduate Research activities.

SUPERVISORY RESPONSIBILITY

Supervise the office support staff who provide support for the undergraduate research/creative endeavors program. May supervise student workers and temporary employees, which are routinely hired to assist at Office of Undergraduate Research events.

QUALIFICATIONS

Experience: 8 years of experience teaching and/or advising undergraduates in a higher education setting required. Experience managing projects in a university setting, successfully obtaining grant funding, and experience in research or creative activities preferred.

Education: Master's degree required. PhD preferred.

REQUIRED SKILLS

1. Ability to work with high-achieving undergraduates in a highly selective R1 research university.
2. Initiative and leadership in developing large co-curricular undergraduate programs.
3. Initiative and leadership in working with faculty and other researchers.
4. Strong leadership abilities to manage a complex program spanning a wide range of constituents throughout many units of the university, including students, administrative and professional staff, faculty, and senior university leadership.
5. Ability to carry out insightful program assessment and evaluation.
6. Ability to write effective grant proposals to secure external funding.
7. Excellent oral and written communication skills. Ability to assimilate and communicate information from various disciplines. Ability to collaborate and communicate effectively with a variety of constituencies including faculty, undergraduates and external agencies and institutions.
8. Excellent interpersonal skills and ability to support and challenge a varied population of high-ability undergraduates, as well as ability to engage effectively with faculty and other researchers.
9. Ability to work independently and to organize multiple projects simultaneously with attention to detail and accuracy.
10. Knowledge of IRB compliance for Office of Undergraduate Research activities according to Case Western Reserve University policy.
11. Proficiency in current software applications, electronic calendar, word-processing, email, and database.
12. Ability to maintain and edit website.
13. Demonstrated history of successful support, education, and advocacy for all students, aligned with the values, mission, and messaging of the university, while adhering to the staff policy on conflict of commitment and interest.
14. Willingness to learn and utilize Artificial Intelligence (AI).
15. Ability to meet consistent attendance requirements.

16. Ability to interact with colleagues, supervisors, faculty and students face to face.

WORKING CONDITIONS

General office environment with support from department assistant. Fast-paced senior administrative office setting, with frequent interruptions, conflicting priorities, and complex office functions. Regular evenings and occasional weekends required.

PAY TRANSPARENCY

Case Western Reserve University is committed to providing a transparent estimate of the salary range available for this position at the time of its posting. The salary range is between $71,041 and $89,867, depending on qualifications, experience, department budgets, and industry data.

Employees receive more than just a paycheck. University employees enjoy a comprehensive benefits package that includes excellent healthcare, retirement plans, tuition assistance, paid time off, and a winter recess.

REASONABLE ACCOMMODATION

Case Western Reserve University provides reasonable accommodations to applicants with disabilities. Applicants requiring a reasonable accommodation for any part of the application and hiring process should contact the Office of Equity at 216-368-3066 to request a reasonable accommodation. Determinations as to granting reasonable accommodations for any applicant will be made on a case-by-case basis.

EEO STATEMENT

Case Western Reserve University is an equal opportunity employer. All applicants are protected under federal and state laws and university policy from discrimination based on race, color, religion, sex, sexual orientation, gender identity or expression, national or ethnic origin, protected veteran status, disability, age and genetic information.

APPLY ONLINE

We invite interested, qualified applicants to browse our website at jobs.case.edu for job ID 14179.

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