Exciting job opportunity: Associate Director, Office for Undergraduate Research, University of North Carolina at Chapel Hill

The Office for Undergraduate Research (OUR) at UNC-Chapel Hill seeks to hire a new Associate Director due to the retirement of the current Associate Director. This is a full-time, 12 month, EPA Non-faculty position. We seek a person with excellent organizational skills, written and oral communication skills, and ways of working that are compatible with participatory planning and collaboration with the OUR staff, and UNC students, faculty, staff and administrators.

Overview

The Office for Undergraduate Research (OUR) was established in 1999 to expand the opportunities for undergraduates to engage in research and mentored scholarship at UNC-Chapel Hill. We believe that information alone has a short half-life, but students who understand how discoveries are made in their chosen fields are well-prepared to address the unsolved problems of the future. Accordingly, we have a variety of resources, including financial support, to help research become a distinctive feature of the undergraduate experience at our Research I university. Undergraduate research is part of the UNC-Chapel Hill Academic Plan, an important component of the General Education (GE) curriculum, and a focus of a grant from the Howard Hughes Medical Institute through the Precollege and Undergraduate Science Education Program, which gives UNC the opportunity to make undergraduate research a seamless part of the culture at the university. The Associate Director reports to the Director of OUR. (The Director is a full-time faculty member with a 25% commitment to the OUR). The Office for Undergraduate Research is part of the Office of Undergraduate Education in the College of Arts of Arts and Sciences.

Key areas of responsibility

- Direct formative and summative program evaluations including the Carolina Research Scholar Program (CRSP) evaluations and UNCCH-HHMI program assessment
- Take primary responsibility for the Graduate Research Consultant Program. Currently 166 courses/year are taught with the assistance of Graduate Research Consultants (GRCs) who work 30 hours/semester to coach undergraduates on research projects conducted in these research-exposure courses. The OUR Associate Director handles all communications with faculty including initial inquiries about the program, applications for GRCs, review of proposals and recommendations for changes, assistance when requested to identify GRCs, GRC payment, and program evaluation. Under the leadership of the Associate Director, the program has expanded to involve over 15,000 students.
- Support the work of the UNCCH-HHMI Advisory Board Last year, the Associate Director joined 9 UNCCH faculty and administrators in preparing a successful proposal to HHMI for Undergraduate Science Education. Ongoing support by the OUR Associate Director includes communications among the three programs, monitoring project timelines and goals, developing maps and measures for assessment, monitoring program outcomes in light of program goals, and helping to make program adjustments as indicated by assessment outcomes.

- Support the work of 4 Undergraduate Research Professors Ongoing collaborations supported by the OUR Associate Director include roles for the Undergraduate Research Professors in the Summer Undergraduate Research Fellowship selection process, in the Annual Celebration of Undergraduate Research, and advising the Carolina Research Fellows.

- Plan and conduct meetings and workshops on inquiry based education, collaborative learning and mentoring

- Work collaboratively with departments, faculty groups, curriculum administrators and academic support organizations to develop research-exposure and research-intensive courses appropriate for the curriculum and CRSP.

- Seek funding opportunities and develop project proposals, including budgets and schedules

- Co-author and give editorial support for publications, presentations, and annual reports related to OUR programs, including the UNCCH-HHMI program.

Qualifications:

- Minimum of a Master's degree

- The candidate should have a minimum of five years working with curriculum development at a research university, including: Extensive work with interdisciplinary and multidisciplinary faculty groups; Program planning, implementation, evaluation, revision, and sustainability; Experience with Undergraduate Research or comparable programs; Grant proposal writing and overseeing grant commitments once funded.

Salary is commensurate with education and experience. The desired starting date for this position is 10/1/2011.

Applicants should visit http://jobs.unc.edu/2501618 to complete an on-line application for this position. In addition, applicants should attach a cover letter addressing their qualifications for and interest in the position along with a CV and the names of three professional references. Applications received by September 8, 2011 will receive full consideration. For additional information about the Office for Undergraduate Research, please visit www.unc.edu/depts/our. The University of North Carolina at Chapel Hill is an Equal Opportunity Employer.