

Job Title:**Director of Scholarly Activity, College of Osetopathic Medicine****Job Description:**

The Director of Scholarly Activity oversees research education training, publications and scholarly activity for students, residents and GME affiliated faculty. This individual will seek to expand research resources by developing collaborative opportunities among affiliated partners, serve on the University Institutional Review Board (IRB) Committee, serve on the University Research Symposium Planning Committee and the Faculty Development Committee. Conduct and oversee research educational research training modules for residents and students. Assist with identifying faculty mentors within each residency program to work closely with residents on projects as needed.

Reports to:

Assistant/Associate Dean for GME

Classification:

Administration, Full Time, Exempt

Essential Duties:

- Assist in development and execution of projects that enhance the scholarly activity of students, and Residents
- Assist with resident and GME faculty access to CHSU IRB and access to CHSU learning resources
- Provide basic statistical analysis/support of research data
- Consult with investigators and faculty mentors for new and ongoing research and quality improvement projects
- Identify collaborative research opportunities, including poster competitions, workshops, webinars, and other Continuing Medical Education (CME) programs
- Act as Course Director for Resident Research, Evidence Based Medicine, and Resident Statistics educational modules
- Periodically visit with each residency site to promote scholarly activities e.g., planning and development for residents and GME faculty.
- Identify opportunities for grant opportunities and assist with grant applications
- Determine resources needs for the CHSU library for students, residents and GME faculty access
- Assist in data management, and contribute to various reports for accreditation needs
- Perform other duties as assigned or directed to meet the goals and objectives of the organization

**Qualifications/
Education:****Education:**

- Doctorate level degree in Education, Research, Biostatistics and/or Actuarial Science.

Skills & Experience:

- A minimum of 3 years of experience in medical education and understanding of the scholarly activity and research requirements for accreditation entities.
- Excellent research and writing skills, including literature reviews, survey development, training curricula, reports, white papers, and proposals.
- Knowledge and experience with the IRB approval process.
- Excellent interpersonal, written and oral communication skills; organizational and time management skills, and able to multitask.
- Excellent problem-solving skills and strong ability to utilize technology for continuous improvement.
- Experience in statistical modeling, predictive analysis, and completion of research studies relevant to medical science.
- Experience in teaching medical professionals the techniques of research.

Compensation:

- Demonstrated ability to research, collect and analyze information, problem-solving and clear communication of findings.
- Ability to function independently with little or no supervision required.
- Excellent verbal & written communication skills
- High level of proficiency with Microsoft Office applications
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CHSU offers a competitive benefits and compensation package. Salary is commensurate with experience.

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, and contact information of at least (3) professional references. Please send a completed package electronically to careers@chsu.edu and type **Director of Scholarly Activity** in the subject field of the email.