

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 medical students, as well as residents and GME faculty at affiliated programs.

This individual will seek to expand research resources by developing collaborative opportunities among affiliated partners, serve as a member on the both the University Institutional Review Board (IRB), as well as the University Research Symposium Planning Committee and the Faculty Development Committees.

Conduct and oversee research educational modules for students, 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 Graduate Medical Education Development

Classification:

Administration, Full Time, Exempt

Essential Duties:**Essential Functions:**

- Periodically visit with each residency site to promote scholarly activities e.g., planning and development for residents and GME faculty.
- Assist in development and execution of projects that enhance the scholarly activity of Faculty and Residents as well as students
- Assist with resident and GME faculty access to CHSU IRB and access to CHSU learning resources
- Provide basic statistical analysis/support of research data
- Serve as instructor for Resident Research, Evidence Based Medicine, and Resident Statistics educational modules
- Identify opportunities for GME grant opportunities and assist with GME grant applications
- Collaborate with affiliated partners for establishment/support of Departments/Offices of Medical Education, as needed, for the support of undergraduate medical student education
- Determine resources needs for the CHSU library for resident and GME faculty access
- Identify collaborative research opportunities, including poster competitions, workshops, webinars, and other Continuing Medical Education (CME) programs
- Assist in data management, and contribute to various reports for GME including the Annual Institutional Review (AIR)
- Consult with investigators and faculty mentors for new and ongoing research and quality improvement projects
- Represent department and the University favorably and in accordance with established Core Values and expectations
- Perform other duties as assigned or directed to meet the goals and objectives of the organization

Supportive Functions:

- Other administrative tasks (i.e., filing, preparing documentation)
- Participate in developing department goals, objectives, and systems
- Actively participate in team and University meetings
- Duties as otherwise assigned

**Qualifications/
Education:**

Education:

- Master's degree in education, Research, Biostatistics and/or Actuarial Science.
- Doctoral degree preferred

Skills & Experience:

- A minimum of 3 years of experience in medical education and understanding of the scholarly activity and research requirements for residents and faculty.
- 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.
- 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

Compensation:

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.