Position Description

Date: April 25, 2017
Title: Director, Biomedical Sciences Training Program
Department: Graduate Education Office
School/Management Center: Medicine
Location: Wood Building
Supervisor Name and Title: Paul MacDonald, PhD, Associate Dean of Graduate Education, School of Medicine

POSITION OBJECTIVE

The person in this position will direct the Biomedical Sciences Training Program (BSTP) at Case Western Reserve University School of Medicine (SOM). The BSTP is the common entry portal for 11 of the 15 biomedical PhD programs in the SOM that provides interdisciplinary training for first-year PhD students. The successful candidate will work closely with the Associate Dean of Graduate Education, the Executive Director of PhD programs, and senior leadership in the SOM to provide strategic vision and implement dynamic, effective strategies to attract, matriculate, train, and educate top biomedical PhD candidates in SOM PhD programs. The BSTP Director will be a nationally renowned research investigator, a highly regarded, experienced PhD mentor, and able to effectively balance the demands of research and administration in an intensive, demanding SOM setting. This position is anticipated to require 30% effort. Compensation will be in the form of a percent effort salary contribution and incentive. The position is for internal applicants only.

ESSENTIAL FUNCTIONS

1. Provide vision and leadership in strategic planning for the BSTP in alignment with goals, priorities, and plans of the CWRU SOM. The Director will organize, oversee, and participate in the recruitment, assessment, and admissions of a national, highly qualified, widely diversified PhD student pool. He/she will work closely with the Marketing and Communications Manager in the Graduate Education Office to identify, attract, engage and enroll qualified students into the BSTP. Recruitment activities include: attendance at relevant national and regional meetings, coordination for subprogram faculty and students to participate in recruitment functions locally, regionally, and nationally, content approval for print and electronic advertisement and promotion. In addition, he/she will lead the planning, organization, and implementation of activities and events associated with recruitment weekends, including social functions, interviews, poster sessions, data blitzes, facility tours, and other on-campus activities normally conducted as part of recruitment weekend efforts. The Director will work with IT personnel to update and improve the BSTP website. (40%)

2. Serve as the Chair of the BSTP Admission Committee. Provide leadership and strategic vision in the review and assessment of more than 300 applications to the BSTP. Design effective strategies to permit the rapid assessment of top applicants to ensure that CWRU and the BSTP are first movers on recruitment activities (e.g., invitations to recruitment weekends). Work closely with the Associate Dean of Graduate Education to support the SOM's Diversity Strategic Action Plan by creating BSTP policies, plans, and practices that ensure expansion of a diverse body of PhD students. Provide oversight and management of collection, maintenance, and access of admissions data for the types of tabular data needed for T32 applications. (40%)
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3. Assist matriculating students in scheduling laboratory rotations, identifying potential mentors, selecting mentors, leading orientation experiences for new PhD students, and advocating - together with the Associate Dean, Chairs, and Graduate Program Directors - for healthy, productive student-mentor relationships and adherence to the AAMC Compact between Mentors and PhD Trainees. Assist the Associate Dean for Graduate Education to facilitate equitable and accurate allocation of first-year support slots to subprograms within the BSTP. (10%)

4. Partner with the C3MB Course Director and the Associate Dean to help develop and coordinate curricula as well as modern pedagogical approaches for the BSTP to ensure the institution is employing the best and most current training and teaching methodologies. Ensure that appropriate vertical and horizontal integration exists between the BSTP and its affiliated programs. (5%)

5. Work to obtain external grants to fund first year PhD students. (5%)

NON-ESSENTIAL FUNCTIONS
Perform other duties as assigned.

CONTACTS
Departments: Frequent contact with faculty and staff for oversight of the BSTP.
School: Frequent contact with Associate Dean of Graduate Education, Executive Director of PhD programs, and Graduate Program Directors.
University: Frequent contact with the faculty and staff across the School of Medicine.
External: Frequent contact with student recruits, advisors, program directors, and administrators at national institutions.
Students: Frequent contact with current and potential graduate students.

SUPERVISORY RESPONSIBILITY
Will provide direct supervision of the BSTP Administrator.

QUALIFICATIONS
The successful candidate will hold a PhD or MD/PhD, be a full-time faculty member in the SOM, and have a strong record of accomplishment in research, education and administration.

REQUIRED SKILLS
2. Appreciation for and willingness to foster innovation in PhD recruitment and admissions.
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3. Proven experience in curriculum development and evidence of having served on various academic/governance committees.
4. Ability to manage growth and change.
5. Ability to represent the School effectively with internal and external constituencies.
6. Ability to work collaboratively with colleagues across the University.
7. Ability to build and maintain effective teams across the School of Medicine and university.
8. Ability to work at a high tempo, to manage multiple priorities, and be results oriented.
9. Academic administrative experience and management skills.
10. Demonstrated skills in planning and project implementation.
11. Ability to manage the BSTP office strategically.
12. Excellent organizational, interpersonal, presentation, writing and editing skills.
13. Ability to foster trust and respect.

WORKING CONDITIONS
Office and Institutional Environment

DIVERSITY STATEMENT
In employment, as in education, Case Western Reserve University is committed to Equal Opportunity and Diversity. Women, veterans, members of underrepresented minority groups, and individuals with disabilities are encouraged to apply