

Job Announcement: Director & Co-Director of the Master's in Clinical Research degree program and the Advanced Training in Clinical Research certificate program, Department Of Epidemiology & Biostatistics, UCSF

The Department of Epidemiology & Biostatistics (DEB) in the UCSF School of Medicine is seeking a Director and co-Director to jointly oversee the Master's in Clinical Research degree program, the Advanced Training in Clinical Research certificate program, and the Summer Clinical Research Workshop. These programs typically support ~ 100+ students annually. Strong candidates will be clinical researchers or epidemiologists with excellent skills and experience in teaching, who have outstanding communication, collaboration, and organizational skills, and who are interested in developing curriculum tailored both for learners at UCSF, as well as expanding the reach of our programs through online education and other alternative formats of delivery. Prior experience in educational administration, large program leadership, or educational pedagogy are advantageous, but not required.

Those interested should send a cover letter and current CV to Dr. June Chan, care of amanda.schwerin@ucsf.edu by **February 15, 2021**. Inquiries may be directed to june.chan@ucsf.edu. In your cover letter, please describe your interests in the job, your relevant experience, and commitment to education.

The individuals will be jointly responsible for overall management of these educational programs, including curricular and financial issues and for directing their continued excellence and growth. These positions will report to the Vice Chair (VC) of Education, June M. Chan, ScD. Each position will be supported at a level of 15% to 30% FTE depending on final roles and responsibilities.

Shared responsibilities include (but are not limited to) the following:

Overall Duties

- Develop and implement overall mission of program and program objectives in coordination with the VC and Educational Leadership Group (ELG);
- Convene and chair the Advisory committee for the program;
- Develop and implement courses and requirements to meet program objectives, with input from advisory group and with guidance and approvals from VC and Curriculum and Evaluations Committee (CEC).

Course & Curriculum Management

- Identify course directors to lead courses, with approval from VC and referrals made by Division Chiefs of DEB (Job vacancies posted/announced broadly in Department meetings, website, and other appropriate campus outlets);
- Assist course directors in identifying supporting instructors (e.g., teaching assistants, course faculty, small group leaders, etc.) as needed;
- Work with DEB Education Core and CEC to provide resources and guidance for course directors and educators to excel at delivering effective high-quality instruction;
- Meet programmatic needs of students with diverse backgrounds and research goals;
- Work with the VC, DEB Education Core, CEC, and ELG to support ongoing quality improvement (e.g., routine evaluation of courses/program, sharing of constructive feedback with instructors, facilitating instructor development, etc.);

- In keeping with the Department's stated value of broadening access, the Directors will collaborate with DEB Education Core and online education staff to evaluate and improve the online presence of program(s) and courses).

Student Recruitment, Matriculation, and Wellness

- Oversee recruitment and admissions with support from DEB education and communication staff, including interfacing with potential students during open application cycles to promote educational and research opportunities;
- Evaluate student experiences to support iterative improvements of programs;
- Administrative responsibilities to matriculate, track, and communicate with students in accordance with department, graduate division, and UCSF guidelines;
- Help students identify UCSF investigators as research mentors;
- Address student wellness in concordance with the Graduate Division, departmental, and campus-wide standards;
- Address student disciplinary needs in accordance with department, graduate division, and UCSF guidelines.

Outreach and Collaboration

- Evolve/grow the program in accordance with best practices in adult learning;
- Develop and implement a vision for strategic growth that aligns with strategic priorities of DEB;
- Cooperate and collaborate with other Program Leads (e.g., from medical school curriculum, implementation science, data science, PhD program, etc.), VC of Education, and working groups to support other DEB educational initiatives and priorities;
- Promote and market the courses/programs to potential learners and a wide array of stakeholders on our campus, as well as externally (e.g., private biotech or pharmaceutical industry);
- Actively participate in the ELG, which brings together program leads across DEB to set common standards and goals, address common issues, foster educational collaborations, and support delivery of high-quality curriculum;
- Serve on CEC or appoint an appropriate designee to represent program;
- Provide input to VC of Education, through serving on ELG and CEC, participating in periodic check-ins, and via ad hoc requests;
- Initiate and engage in outreach to broaden learner audience both within and outside the university (e.g., working with private industry or public health organizations to provide new learners with research methods training).

Allocation of these specific duties among the Director and co-Director will be determined based on individuals' expertise and interests, and in consultation with the VC. In addition to sharing responsibility for above, the **primary Director** will be responsible for:

- Fiscal management of the program, following policies of DEB and leadership of the VC and ELG. This includes ensuring that the MAS-CR is [self-supporting](#) according to campus and UC guidelines. Duties include developing, following, and seeking approval for annual budget(s) from the VC, planning for expansion or iterative improvements, and providing input to the VC and ELG on shared fiscal responsibilities across programs.
- Communication and reporting to the VC on activities of the program(s).
- Adherence to policies and guidelines of the UCSF Graduate Division, including participation in required periodic reporting/evaluations cycles.