



Business Title: Director of Research Mentor and Mentee Education

Official title: Teaching Faculty III(TL027)

Qualifications:

Preferred Qualifications:

- A minimum of two years full-time equivalent relevant job experience at a research university.
- Experience facilitating faculty professional development and teaching undergraduate and/or graduate courses.
- Expertise in designing student research experiences, facilitating Entering Research and/or Entering Mentoring curricula, and developing educational opportunities for students underrepresented in STEM.
- Understand the current issues affecting undergraduate and graduate research trainee learning and mentorship.
- Leadership, interpersonal, oral/written communication, grant writing, supervision, and budget management skills.
- Experience and the emotional intelligence needed to collaborate effectively and earn the respect and trust of tenure-track faculty, staff and students across a complex, decentralized university community.
- Ability to solve problems in creative and innovative ways, multitask, prioritize, and meet deadlines

Job Summary:

The Director of Research Mentor and Mentee Education will develop curricula, teach courses, lead programs, and facilitate workshops to train and support undergraduate and graduate research trainees and their mentors, with special emphasis on serving populations underrepresented in STEM and training faculty research mentors. The person in this position works collaboratively with partners within WISCIENCE and across campus. They will dedicate approximately 50% of their time to research mentee training (undergraduate and graduate students), 40% to research mentor training (primarily faculty/staff), and 10% to campus partnerships and WISCIENCE initiatives related to research mentorship education. Specific responsibilities include teaching for credit courses for undergraduate researchers; leading research peer mentor programming; facilitating non-credit training workshops for student researchers and faculty/staff mentors; developing and facilitating custom training for STEM departments, schools, and colleges; and directing and securing funding to support WISCIENCE's summer undergraduate research program in biology. To build campus capacity for research mentor and mentee education, they will lead training and consult with instructors and mentors in STEM departments across campus. They will work closely with colleagues in the Center for Teaching, Learning, and Mentoring to coordinate their efforts with others working across disciplines at UW-Madison. This position reports to the WISCIENCE Associate Director.

WISCIENCE, the Wisconsin Institute for Science Education and Community Engagement (<https://wiscience.wisc.edu/>), is a unit within the Division for Teaching and Learning. WISCIENCE's mission is to enhance engagement and strengthen success in STEM through equitable and inclusive initiatives, collaborations, service, and scholarship. Our programs promote diversity, educational innovation, engaged scholarship, outreach and collaboration. WISCIENCE provides cross-campus services to undergraduate students, graduate students, postdoctoral scholars, staff, and faculty to support the University's strategic goal of excellence in education.

WISCIENCE is part of the Division for Teaching and Learning (DTL) along with the: Office of Undergraduate Advising (OUA), the Center for Teaching, Learning and Mentoring (CTLM), the Student Learning Assessment (SLA) office, and the Morgridge Center for Public Service.

WISCIENCE seeks an individual who has experience and demonstrates the ability to:

- Foster and promote the values of diversity, equity, and inclusion in STEM.



- Work effectively with a diverse community of students and colleagues and tenure track STEM faculty.
- Share complex information in a clear, concise, and organized manner in both verbal and written forms.
- Connect well with others (students, families, faculty, and staff).
- Work effectively and collaboratively as a member of a team.

Standard Summary: TL027 Teaching Faculty III

Provides classroom, online, and/or laboratory instruction associated with more than one lecture or laboratory course, assists with the design and execution of administrative functions associated with academic instruction and the development of pedagogy/andragogy or assessment tools and resources to support quality student learning. Provides for-credit instruction in formats such as classroom, online and/or laboratory settings, including grading. Serves as an instructor of record.

Essential Responsibilities:

- 15% Designs curriculum and/or techniques for instruction in a disciplinary area and suggests new ways of effective instruction in courses within that discipline
- 10% Assesses learner performance and prepares reports recommending instructional improvements
- 10% Develops teaching techniques that enhance course effectiveness in alignment with desired outcomes and established strategy and trains faculty and other instructional staff in use of said instructional techniques and programs
- 5% Presents evaluations of teaching methods and techniques to those in the institution and elsewhere
- 15% Provides classroom, online and/or laboratory instruction, including grading
- 5% Supervises the day-to-day activities of work unit employees involved in instructional support as needed
- 10% Develops grant proposals for instructional development and may serve as principal or co-principal investigator on grants to develop new teaching methods in the discipline
- 5% May administer budget and personnel for instructional grants and programs
- 20% Assists in defining the objectives of the program and plays a major role in carrying out program duties

Unique Responsibilities:

- 5% Produces scholarly products related to research education training.

Education:

Required

Terminal Degree

Preferred Life Sciences PhD; other related STEM PhDs will be considered

Tasks:

1. Direct Research Mentor and Mentee Education program planning, implementation, and evaluation. Programs include but are not limited to mentor/mentee training workshops and courses, undergraduate Summer Research Program, and Research Peer Leaders.
2. Instruct mentoring related classes including Exploring Research (IntegSci 150), Entering Research (IntegSci 260 & IntegSci 261), Research Mentor Training (IntegSci 660), and Exploring Discipline-Based Leadership and Mentoring (IntegSci 230).
3. Recruit and train other course instructors and workshop facilitators across campus to use the Entering Research and Entering Mentoring curricula. Serve as a consultant to trained instructors and facilitators.
4. Design and facilitate custom mentor/mentee training workshops for STEM departments, schools, colleges.
5. Oversee identification and recruitment of STEM mentee and mentor course, program, and workshop participants.



- 6. Manage evaluation procedures and compile summary reports for all Research Mentor and Mentee Education courses and programs offered through WISCIENCE, including demographic and tracking data on all participants.
- 7. Oversee development of marketing materials for Research Education courses and programs, in collaboration with communications staff.
- 8. Secure extramural funding for research mentor and mentee education-related programs and serve as Principal Investigator on grants, including budget administration, personnel supervision, and annual and final report preparation.
- 9. Develop and sustain collaborations with local and national research mentor and mentee education programs that support mentor & mentee training, undergraduate science education, and educational experiences for underrepresented groups.
- 10. Contribute service to the WISCIENCE mission through support of institute initiatives and collaborations. Represent WISCIENCE on relevant campus committees.

**Additional Information:**

- The Division for Teaching and Learning (DTL) strives to create a healthy, welcoming, and inclusive space for all and encourages applications from members of underrepresented communities and from candidates who foster and promote the values of diversity, equity, and inclusion.
- Please note that successful applicants are responsible for ensuring their eligibility to work in the United States (i.e., a citizen or national of the United States, a lawful permanent resident, a foreign national authorized to work in the United States without need of employer sponsorship) on or before the effective date of the appointment.

**How to Apply:**

Please click on the "Apply Now" button to start the application process. Applicants will be asked to upload a CV and cover letter outlining relevant qualifications and experience. PDF documents preferred but not required. Pay will be based on experience and qualifications.

To ensure consideration, application must be received by: **August 29, 2022**

It is anticipated this position requires work be performed in-person, onsite, at a designated campus work location.

**A period of evaluation will be required**

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The University of Wisconsin is an Equal Opportunity and Affirmative Action Employer. We promote excellence through diversity and encourage all qualified individuals to apply.

If you need to request an accommodation because of a disability, you can find information about how to make a request at the following website: <https://employee disabilities.wisc.edu/disability-accommodation-information-for-applicants/>

Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.

The University of Wisconsin System will not reveal the identities of applicants who request confidentiality in writing, except that the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

The Annual Security and Fire Safety Report (<https://jobs.wisc.edu/asr>) contains current campus safety and disciplinary policies, crime statistics for the previous 3 calendar years, and on-campus student housing fire safety policies and fire statistics for the previous 3 calendar years. UW-Madison will provide a paper copy upon request; please contact the University of Wisconsin Police Department.



Job Group: Teaching and Learning

Job Subgroup: Teaching and Instruction of For-credit Courses

FLSA Status: Exempt

Employee class: Academic Staff

Department(s): A373000 / DTL/WISCIENCE

Full time salary rate: Minimum \$75,000 ANNUAL (12 months)  
Depending on Qualifications

Term: This is a renewable appointment.

Appointment percent: 100%

Anticipated begin date: October 3, 2022

Number of positions: 1

Department Contact:

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For more information, please visit:

University of Wisconsin-Madison: <http://www.wisc.edu>

Office of Human Resources: <http://www.hr.wisc.edu>

Jobs at UW: <http://jobs.wisc.edu>