Director of the Center for Undergraduate Research

Applications are invited from CSULB tenured Associate/Full professors for appointment as the Director of the Center for Undergraduate Research. The appointment carries six units of assigned time per semester and will be effective for the 2016-17 academic year. Additional employment in summer and winter sessions is negotiable. This is a renewable position.

CSULB’s Center for Undergraduate Research (CUR) will serve as a centralized unit on campus for all undergraduate research, scholarly, and creative opportunities. The Center will house the Undergraduate Research Opportunity Program (UROP) and will maintain a research opportunity database connecting undergraduate students with faculty research opportunities across the University. In addition, the CUR will provide advising and guidance to students interested in pursuing undergraduate research opportunities on and off campus, pursuing internal and external funding grants, and assisting students interested in applying for graduate school programs. The Center will also provide support and professional development for faculty providing research opportunities to undergraduate students.

The Director reports to the Associate Vice President for Research and Sponsored Programs.

Center for Undergraduate Research Key Program Activities:

- Serve as a clearinghouse for all undergraduate research opportunities at CSULB.
- Maintain a campus-wide faculty research database connecting undergraduate students to research opportunities.
- Provide services and support to students involved in undergraduate research projects, such as advising, workshops, referrals, and research seminars.
- Provide support and guidance to faculty who involve undergraduate students in research opportunities.
- Disseminate information about internal and external fellowships, scholarships, and state and national conference opportunities.
- Host opportunities for undergraduate students to disseminate their research with the campus community and the CSU System.
- Coordinate CSULB annual student research competition.
- Publication of CSULB Undergraduate Research Journal.

Projected Timeline - Duties in Year 1

The purpose of the activities for year one will be to establish the infrastructure of CSULB’s CUR focusing on outreach, partnerships and collaborations, and the dissemination of information and branding of the program. The main functions for year one will focus on:
• **Developing a Coordinated Approach:** The CUR Director will develop a coordinated approach with existing undergraduate research program directors (e.g. UROP, BUILD, Honors Program) to centralize the dissemination of information about undergraduate research opportunities under the new CUR and create a ‘one-stop’ venue for students and faculty.

• **Collaboration and Partnerships:** During year one, the CUR Director will be responsible for reaching out to the various constituents to promote the Center, work with departments on campus (e.g. Admissions, Academic Counseling, etc.) to disseminate information about the CUR to current and entering students, and establish partnerships with department chairs, deans, and faculty to promote the visibility and viability of the CUR at CSULB as a vehicle for undergraduate research opportunities and success.

• **Faculty Outreach and Recruitment:** In addition to housing existing undergraduate research programs at CSULB, the CUR will also centralize information about undergraduate research opportunities with faculty across the University. Encouraging faculty to promote and submit undergraduate research opportunities to the CUR database will be crucial during the first year to have an established warehouse of undergraduate research opportunities for year two.

• **Student Outreach:** Outreach to students promoting the CUR and the services available will be a central and crucial on-going activity. Student outreach may include participating in open houses, University recruitment events, student orientations, on-line recruitment, and meeting with students one-on-one.

• **Website Development and Research Opportunity Database:** A crucial task during the first year of the implementation of the CUR will be visibility of the Center and the dissemination of information about the mission and purpose. With the assistance of IT, the Director will develop a website to disseminate information about the Center and the services offered to students and faculty. Within this website, the CUR will also house the research opportunity database connecting students to current research opportunities with faculty.

• **Support Services for Students and Faculty:** Identifying the structure of support services that will be available for students (e.g. advising, workshops, research seminars, etc.) and faculty (e.g. training, compliance, best practices) starting in year 2 and how these will be implemented and strengthened over year 2 and beyond.

**Staff Support Available for Year 1: The Director will have the support of an undergraduate or graduate student assistant (20hrs/week) to assist with the activities in Year 1**
Projected Timeline - Duties in Year 2

In addition to elaborating and expanding on the activities of year one, the main focus of year 2 will be to begin delivering services to undergraduate students and faculty, and to identify and apply for external funding opportunities to support the CUR activities.

- **Support Services for Students and Faculty:** Implement support services for undergraduate students and faculty identified in year one (e.g. advising, workshop, training, research seminars, etc.) and disseminate information on CUR website and other media forums (e.g. newsletter, social media, etc.).

- **Securing External Funding:** Securing external grants and funding will be crucial to the ongoing success of the CUR. With the support of the Office of Research and Sponsored programs, the Director of the CUR will be responsible for identifying, applying, and securing external monies to support the on-going activities of the Center.

- **Undergraduate Research Symposium:** One of the hallmarks of the undergraduate student research experience is presenting their research to an academic community. The CUR will host an annual campus undergraduate research symposium where students and faculty mentors can present their research to the campus community.

- **Coordinate CSULB Annual Student Research Competition:** This is a student academic conference featuring oral presentations to an audience of fellow students and a jury of distinguished faculty. Students with the best presentations in each category will win cash prizes ($100 for first place winners, generously funded by the President's office), certificates, and an impressive entry for their resumes.

**Staff Support Available for Year 2: The Director will have the support of a full-time administrative assistant to assist with the activities in Year 2**

Projected Timeline - Duties in Year 3-5

The focus of the CUR during years 3-5 will be to scale up the activities and services proposed in years 1 and 2 to serve a larger proportion of undergraduate students interested in research activities, increase the faculty research opportunity database, and increase external funding for the Center. Two additional activities will be implemented during years 3-5, these are:

- **CUR Strategic Planning and Assessment for Years 3-5:** The CUR Director will assess the Center’s activities and services during years 1 & 2 and develop a strategic plan based on the findings for years 3-5 and beyond.

- **Publication of CSULB Undergraduate Research Journal:** In addition to disseminating information about manuscript publication and support, the CUR will implement an undergraduate research journal where students can highlight their research findings with their faculty mentors. The Center Director and staff will develop a strategic plan for
the implementation of the journal in conjunction with support from various campus units.

**Staff Support Available for Years 3-5: Dependent on funding (University and external funds).**

**Director of the Center for Undergraduate Research Position**

The Director will report to the Associate Vice President for Research and Sponsored Programs and work in collaboration with the program directors of existing and new undergraduate research programs and faculty.

**Minimum Qualifications**

- CSULB Tenured Associate/Full professor
- Demonstrated excellence in undergraduate teaching, research, and mentoring
- Strong research and analytical skills and the ability to synthesize information from a variety of disciplines
- Excellent management skills and collaborative leadership style to work with diverse students, faculty, staff, and administrators
- Ability to design and plan program activities that support undergraduate student research
- Demonstrated knowledge of project management principles and practices, techniques, and tools
- Ability to manage and promote change when required, while being flexible and creative to meet evolving work situations

**Preferred Qualifications**

- Experience as PI for undergraduate research training program(s)
- Experience with writing grant proposals to secure funding for existing and new efforts
- Experience planning large events involving a broad range of campus constituents
- Knowledge and experience managing databases
- Knowledge of program assessment and evaluation

**Effective Date:**

Start of fall semester (or summer) 2016

**How to Apply**

Review of applications will begin on or about April 11, 2016. Position open until filled. To ensure full consideration, applicants should submit documents electronically to Mae DeBruin (mae.debruin@csulb.edu): a letter of application addressing Minimum Qualifications and Preferred Qualifications and academic resume.