

**Job Description: Faculty Director, BWH Office for Research Careers**

**GENERAL SUMMARY/ OVERVIEW STATEMENT:** Summarize the nature and level of work performed.

Reporting to the Executive Committee of the Brigham Research Institute, this position is responsible for the Office for Research Careers (ORC). The ORC's mission is to support BWH researchers across the academic continuum, by providing resources to support career and professional development, by encouraging professional responsibility, enhancing the training experience and fostering effective mentoring.

The ORC Faculty Director will assist research faculty and fellows in pursuing their academic goals, promote resources and serve as a central source of support and information of particular interest to the research community. The ORC Faculty Director will provide insight into the needs for development of programs and policies and will provide direction in response to these needs. The ORC Faculty Director will serve as a strong advocate for research faculty and fellows and will help enhance the sense of community across the broad array of scientists on the BWH campuses.

Areas of particular emphasis for this office are strengthening the career guidance and mentoring offered to postdoctoral fellows and junior faculty; developing resources for career transitioning (e.g. from postdoc to junior faculty); clarifying career paths for professional staff scientists in an academic medical center environment; and enhancing communication within the research community.

Qualified candidates will hold a Ph.D. and/or M.D. degree (or equivalent), be actively engaged in research at BWH, have attained an HMS faculty rank of Assistant Professor or above and have demonstrated a strong commitment to mentorship in the academic medical setting with experience and interest in advancing research careers. It is anticipated that candidates will be able to devote 10-20% effort to this role.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:** Indicate key areas of responsibility, major job duties, special projects and key objectives for this position. These items should be evaluated throughout the year and included in the written annual evaluation.

- Create, implement, and enable a long-term vision for the ORC in conjunction with the Executive Committee of the Brigham Research Institute.
- Co-chair the ORC Advisory Committee.
- Participate as a full and permanent member of Research Oversight Committee (ROC) and work closely with the ROC to implement ORC initiatives.

**Candidates should visit <https://form.jotform.com/221666212591050> to apply (requires a statement of interest and CV). Send questions to [bwhbri@partners.org](mailto:bwhbri@partners.org)**

- Chair the review committees for ORC awards, including the BWH Faculty Career Development Award, Research Staff Excellence Award, and Postdoc Scholars Award for Excellence in Mentoring.
- Participate as a standing attendee at regular BRI Faculty/Trainee Forums for each rank, sharing ORC initiatives and resources and pursuing solutions to issues related to the ORC that arise at those forums.
- Supervise and work closely with the Program Coordinator (FTE) of the ORC to enact the mission of the ORC.
- Be available to provide to individual advice and counseling to research faculty and fellows.
- Assist in the identification and communication of leadership opportunities for research faculty and fellows.
- Advise and respond to the needs of research faculty (particularly junior faculty) and fellows.
- Be available to advise the BWH Postdoc Leadership Council (PLC).
- Identify and suggest strategies to mitigate obstacles to career development for research faculty and fellows and promote programs to promote the professional development of research faculty and fellows: mentoring, lab management, grant writing, conflict management, leadership skills, etc.
- Collaborate with other BWH departments (e.g. academic, BRI and with HMS Consortium (PDOC), etc.) as a voice for research faculty and fellows.
- Develop networks of support and advisors both within and outside the institution for research faculty and fellows (e.g. BWH Postdoc Leadership Council, National Postdoctoral Association, etc.).
- Promote and support the academic career advancement of research faculty and fellows through education and example.
- Be able to devote 10-20% effort to this role.

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