

Institution Name	Boston College
Department Name	Office for Research Integrity and Compliance
Job Title	Assistant Director, Research Integrity Education
Job Description	<p>Organize and Staff Research Integrity and RCR Education Programs. The overall program will be a balance of online and in-person educational opportunities, such as: Evening Workshop Series; Lunch Discussion Series; RCR programs for faculty audiences; RCR for Administrators; Federal-mandated RCR programs; Department-based programs; Issue-based programs; On-demand programs. Collaborate with other BC offices in developing and conducting educational programs related to federal, state, and local compliance responsibilities. Other offices may include, but are not limited to, the Office for Sponsored Programs and Office for Research Protections. Subject examples: effort-reporting, cost-sharing, export controls, human participant and animal research.</p> <p>In collaboration with the Director of the office, identify existing listservs, newsletters, and websites that may be appropriate as methods of delivering information and educational programs on research integrity and compliance, modifying as needed for the BC context. Supplemental materials may be developed as required. Assess needs for additional documentation and updates to the community.</p> <p>Web-based resources: Help to maintain Research Integrity and all RCR webpages Identify existing web-based education programs, modifying as needed for the BC context.</p> <p>Text-based resources: Identify existing and appropriate print-based materials, modifying as necessary for the BC context; supplemental materials may be developed as required. Develop workshop materials in appropriate formats, modifying existing resources and/or supplementing materials as needed.</p> <p>Coordinate BC efforts in RCR and Research Integrity education: Staff the University Committee on the Responsible Conduct of Research; Staff the Professional Skills and Ethics Workshops Committee;</p> <p>Consult with supervisor and other departments to identify issues that need to be emphasized; Network with others at BC who provide or could participate in RCR and Research Integrity educational programs.</p> <p>Maintain Research Integrity Participation Database.</p> <p>Contribute resources to the Compliance and Research Integrity Information Clearinghouse.</p> <p>Recommend speakers for seminars presentations.</p> <p>Other duties as may be assigned by supervisor.</p>
Qualifications	<ol style="list-style-type: none"> 1. Bachelor's degree or higher. 2. A minimum of three to five years of experience in the field of sponsored projects administration at a university or equivalent combination of education and experience. 3. Working knowledge of federal policies and regulations as they relate to research

	<p>compliance and sponsored projects.</p> <p>4. Experience in the development and delivery of educational programs, preferably at a research university;</p> <p>5. Preferred: Three to five years of training/teaching experience or combination of both.</p> <p>1. Excellent oral and written communication skills. Excellent interpersonal skills, self-motivation, initiative, creativity. Ability to collaborate effectively and multi-task effectively.</p> <p>2. Knowledge of Windows OS, MS Office Suite.</p> <p>3. Familiarity with database management;</p> <p>4. Familiarity with webpage editing and maintenance would be helpful.</p>
Closing Date	1/31/12
Contact Name	Stephen Erickson
Email address of contact	ericksst@bc.edu
Phone number of contact	617-552-3345
Website for applications to be submitted	http://www.bc.edu/offices/hr/applicants/jobopps.html
Date Posted	1/8/12