

NCURA Region I

Curriculum Committee Member

DESCRIPTION OF POSITION: The Curriculum Committee members are responsible for assisting the Curriculum Committee Chair with development, implementation, and assessment of educational programs conducted on behalf of Region I members.

DURATION: One-year appointment by Region I Curriculum Committee Chair for a January to December term.

A. Function of Position – Works as a member of a five-person Curriculum Committee. Represents Region I in a responsible and professional manner at all NCURA meetings, functions, etc., at which attendance is necessary in connection with Curriculum Committee activities.

B. Essential Duties and Responsibilities – The Curriculum Committee members will be responsible for participating on the committee in a manner that assists with the development process for all curricular activities within Region I. This process involves soliciting feedback from NCURA Region I members regarding educational offerings to be considered, reviewing and assessing the educational component of the annual spring meeting program, and, in conjunction with the Region I Chair and Advisory Committee, developing and implementing all other non-RADG educational offerings, with specific tasks to be assigned by the Curriculum Committee Chair.

C. Time Commitment – Approximately 2-4 hours per month for meetings and/or e-mail discussions with the Curriculum Committee Chair and/or Curriculum Committee members.

D. Public Speaking – None

F. Qualifications/Requirements:

(1) Knowledge and/or Skills – Substantial research administration experience and an understanding of the professional development needs of Region I members are required. Prior experience in Region I activities and knowledge of regional by-laws and administrative policies is recommended.

(2) Education and/or Experience – Familiarity with research administration issues or specific expertise in a particular specialty area within the profession is desirable.

(3) Eligibility – Must be a member in good standing of NCURA Region I.

G. Training and Support – General support and direction, as needed, by the Curriculum Committee Chair.

H. Additional Information -

(1) Benefits: Professional development and recognition regionally and nationally within NCURA.

(2) Travel: N/A