

Director, Office of Student Research

The Office of Academic Research and the Office of Student Research Advisory Board invite faculty applications for the position of Director, Office of Student Research.

The Director serves as a campus leader in promoting and implementing programs facilitating student and student/faculty research and creative activities and oversees the Office of Student Research. The Office of Student Research has a long tradition of offering and coordinating many successful student-research centered programs and events, including the CSUSB flagship annual event “Meeting of Minds Symposium”.

This is a faculty appointment with three-course assigned time per semester and an additional pay equivalent to one course replacement for the summer. Conditions of this appointment are subject to budget availability.

Eligibility: CSUSB tenured faculty

Major Responsibilities:

Reporting to the Associate Provost for Research, Director of the Office of Student Research (OSR) will serve as the campus leader in promoting and facilitating research, scholarship, and creative activities of students across the entire campus.

Promoting diversity and inclusion, the Director will also develop, implement and support programs for undergraduate and graduate students to assess and share the outcomes of their research or creative work, including symposiums, research competitions, and a journal.

The Director will utilize the CSUSB Campus Labs to record the OSR programs, activities, assessment, and outcomes on an on-going basis and will provide quarterly reports.

Duties and responsibilities:

- Coordinate all on-going OSR grant programs including student and student/faculty grants
- Coordinate all on-going workshops and training, and the OSR summer research program
- Coordinate all on-going OSR student programs, including launched in 2019, the student ambassadors’ program
- Coordinate the on-going and annual events including the Meeting of the Minds Symposium and Student Research Competition
- Lead or actively support any student-research related conferences hosted at CSUSB, including SCCUR 2021, held on November 20, 2021
- Build and promote the new, launched in Fall 2020, Distinguished Fellowship program

- Build and promote the new, launched in Fall 2020, Research Matters Federal Work Study Program
- Build and promoted the new faculty/student mentorship training program – MUSE (Mentoring and the Undergraduate Student Experience)
- Continue to assess all OSR programs and report the assessment outcomes in Campus Labs
- Actively search and apply to external and internal funding to support OSR programs
- Develop new and appropriate programs to meet the changing needs of students and faculty
- Work with faculty, administrators, staff, and students to ensure that OSR's programs and services are highly effective
- Ensure that timely information and communication about OSR programs and events is shared with the campus community
- Supervise OSR staff
- Attend the weekly AR directors' meetings
- Meet quarterly with the OSR board members.

Please refer to the OSR website for grants, training programs and events:

<https://csusb.edu/student-research>

New, launched in 2020/2021 AY, OSR programs:

- Distinguished Fellowship Initiative:
The distinguished fellowship initiative was launched in the fall of 2020 and is designed to support students as they apply to prestigious external fellowships. This role includes but is not limited to:
 - Participation in the National Association of Fellowship Advisors
 - Up to date knowledge of prestigious external fellowships due dates and requirements
 - Oversight of the CSUSB Distinguished Fellowship Committee
 - Recruiting of students for an array of fellowship opportunities
 - Incorporating faculty in the process and make them aware of fellowship opportunities for their students.
 - Provide support as students apply for external fellowships. This support includes but is not limited to the selection of CSUSB nominated students for fellowships, support in writing personal statements, hosting workshops on fellowships, ensuring students are aware of opportunities that are available and the process of applying, and identifying appropriate campus representatives for certain external funding opportunities if required.
- Research Matters Federal Work Study Program
This program was launched in fall 2020 and is designed to link faculty with federal work-study qualified students to participate as research assistance under their supervision. The Director recruits faculty to participate in this program and helps to create appropriate advertisements for the positions, and works to recruit students to serve in this role, and facilitates their hiring through the federal work-study program.

- Mentoring and the Undergraduate Student Experience (MUSE)
This program was launched in spring 2021. Modeled after the NIH sponsored BUILD Mentorship Training Program at California State University Long Beach, the MUSE program is designed to encourage faculty to undertake a critical discussion of best practices in student mentorship.

Qualifications:

- Tenured CSUSB faculty member
- Evidence of commitment to CSUSB student success
- Excellent oral and written communication skills
- Strong record of collaborating with students in research and/or creative activities
- Evidence of successful mentoring students in research and/or creative activities
- Evidence of prior leadership positions at the college or departmental level
- Ability to work collaboratively across disciplines and organizational units
- Evidence of creating and implementing successful co-curricular programs
- Evidence of cultural competency and commitment to fostering diversity, equity, and inclusion
- Evidence of successful working relationships with a diverse population of students, faculty, and staff
- Strong interpersonal skills and a positive attitude

Application Deadline: March 29, 2021

To Apply: email a statement of purpose and CV to research@csusb.edu and copy Martha Diazgranados at MDiazgra@csusb.edu.