

NCURA REGION IV – Professional Development Committee Chair

Description of Position: Coordinates efforts that support the on-going professional development of Region IV members, with the general goal of enhancing the quality of work performed by research administrators in Region IV.

Duration: One-year minimum term, appointed by the Region IV Chair, beginning immediately after the regional Spring Meeting and continuing through the next regional Spring Meeting. Preference is given to candidates who are willing to commit to a two-year term as Chair.

Function of Position: Provides leadership to the Professional Development Committee (PDC) in the administration of the Region IV Mentoring Program, in addition to working directly with the Program Committee and the Region IV Board of Directors to develop and ensure the quality of the regional Spring Meeting.

Essential Duties and Responsibilities: The PDC Chair manages the Mentoring Our Own (MOO) Program by reviewing applications and leading committee members through evaluation of candidates for the purpose of matching mentors to mentees. The chair oversees MOO activities to keep pairs engaged and on-task. Distributes and tracks CEUs following regional Spring Meetings. Leads committee in the analysis of new professional development initiatives for consideration by the board. The Chair also provides the principal point of contact between the PDC and the National Professional Development Committee.

Time Commitment: Approximately two to three hours a week. Periods of increased activity will likely occur during the enrollment period for the Mentoring Program (December – January) and immediately prior to the regional Spring Meeting (March – April).

Public Speaking: Limited public speaking may be necessary to present reports at the regional and national business meetings.

Qualifications/Requirements:

(1) Knowledge and/or Skills – Previous experience with NCURA Region IV activities is desirable.

Research Administration experience is required. Organization and communication skills are a must.

(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 of Region IV.

Training and Support: Support comes from the Region IV Chair, other Committee members and other members of the region who have held positions within NCURA Region IV. Occasional conference on leadership held by the National office may also be available. The Chair should review the administrative procedures regarding the committee and committee membership.

Additional Information:

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

(2) Travel – Travel is not required.

Election Procedures: Not applicable; the PDC Chair is appointed by the Region IV Chair.