

## WASHINGTON UNIVERSITY SCHOOL OF MEDICINE JOB DESCRIPTION

**JOB TITLE:** Curriculum Consultant (Time-Limited)

**SUPERVISOR:** Director of Curriculum and Graduate Programs

**DEPARTMENT:** Division of Biology & Biomedical Sciences (DBBS)

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**POSITION SUMMARY:** This position will research, create, and deliver case studies that will be used in a new leadership training program for bioscience Ph.D. students and postdoctoral researchers. This is a grant-funded, temporary consulting position anticipated to last from August to October, 2019.

The Curriculum Consultant will be responsible for researching team science scenarios on identified topics, refining case studies with input from on-campus trainee organizations, and ensuring that case studies reflect current best practices in learning and organizational development.

Deliverables for this project will include:

- Research-based draft case study scenarios on team science topics: Team dynamics, Organizational culture, Leadership identity, Communication, and Conflict styles & negotiation
- Finalized case studies that incorporate authentic trainee experiences and identities
- Weekly status reports to the project Principal Investigators

The ideal candidate will have 1) experience creating case studies from research literature and the lived experiences of individuals and groups and 2) a deep knowledge base in social science, organizational behavior theory, or leadership and management training.

### **PRIMARY DUTIES AND RESPONSIBILITIES (Essential Functions)**

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| 1. Research: Identify and synthesize existing literature and training curriculum on team science, leadership, and management. Based on current research and best practices, develop rough case study scenarios on the following topics: Team dynamics, Organizational culture, Leadership identity, Communication, and Conflict styles & negotiation. | 30 % |
| 2. Trainee Input: Conduct focus groups and interviews with trainee organizations and incorporating their feedback into deliverables.  | 30 % |
| 3. Case Study Development: Deliver finalized case studies that reflect both the current research on team science training best practices and the authentic experiences and identities of bioscience postdocs and Ph.D. students.  | 30 % |
| 4. Progress Reporting: Provide regular updates to Principal Investigators and attend meetings as needed.  | 10%  |

**MINIMUM EDUCATION/EXPERIENCE:** Master's degree, preferably in Business, Education, Communication, or a Social Science field and experience developing case study curriculum. Knowledge of Ph.D. education/postdoctoral training, culture of higher education, and/or organizational behavior theory is required. Must be able to collect, analyze, and report on current research and curriculum related to team science.

## **Curriculum Consultant (Time Limited)**

**PREFERRED EDUCATION/EXPERIENCE:** Ph.D. in Business, Education, Communication, or a Social Science field. Experience conducting focus group research preferred. Knowledge of effective practices in diversity, equity, and inclusion training.

**CRITICAL SKILLS AND EXPERTISE:** Self-starter; critical thinker; strong interpersonal, analytical and communication skills (written and verbal) including presentation skills. Excellent organizational and management skills. Ability to work on cross-functional teams with colleagues from different units.

**DECISION MAKING AND IMPACT:** Must be able to identify and resolve problems diplomatically and efficiently, using good judgment and available resources effectively. Must be able to analyze and recommend actions, with good judgment and focus on objectives. Time management skills and ability to identify and coordinate appropriate resources will be necessary.

**TO APPLY:** Email a resume and cover letter (1 page each) to Dr. Jessica Hutchins [jhutchins@wustl.edu](mailto:jhutchins@wustl.edu) and Dr. Erin Heckler [heckler@wustl.edu](mailto:heckler@wustl.edu).