

## WASHINGTON UNIVERSITY SCHOOL OF MEDICINE JOB DESCRIPTION

**JOB TITLE:** Training Facilitator 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 facilitate training sessions in a new leadership training program for bioscience Ph.D. students and postdoctoral researchers. This is a part-time, grant-funded, temporary consulting position anticipated to last from September, 2019 to March, 2020.

The Training Facilitator Consultant will lead training sessions on inclusive team science using a defined curriculum of case study scenarios on the following topics: Team dynamics, Organizational culture, Leadership identity, Communication, and Conflict styles & negotiation. The training should reflect current best practices for organizational development.

The ideal candidate will have 1) experience leading successful professional development workshops and 2) a knowledge base in organizational behavior, or management topics.

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

1. Facilitate Training Workshops: Lead 2-hour workshop session with 20-25 trainees (graduate students and postdoctoral researchers) on the following topics: Team dynamics, Organizational culture, Leadership identity, Communication, and Conflict styles & negotiation 90 %
2. Progress Reporting: Provide regular updates to Principal Investigators and attend meetings as needed. 10%

**MINIMUM EDUCATION/EXPERIENCE:** Master's degree, preferably in Education (adult learning), Business, or a Social Science field and experience facilitating professional development trainings and workshops. Knowledge of Ph.D. education/postdoctoral training, culture of higher education, and/or organizational behavior is required.

**PREFERRED EDUCATION/EXPERIENCE:** Ph.D. in Education, Business, or a Social Science field. 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).