

Position Description

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Report Run Date: Jul 5 2017
Position Number: 02021120
Dept: CENTER FOR EDUCATIONAL EFFECTIVENESS - 063095
Position: INSTRUCTIONAL RESEARCH & DEVELOPMENT SPECIALIST
Approved Payroll Title Code: 7541
Approved Payroll Title: ASSISTANT TO THE (DEAN) (DIRECTOR), OR (CHAIRPERSON) I
Approved MSP Salary Grade:
Approved PSS Salary Grade: 6

POSITION DETAILS

Under general direction of the Assistant Vice Provost for Educational Effectiveness, and reporting directly to the Associate Director of Instructional Research & Development (IRD), the Instructional Research & Development Specialist provides support and collaboration for teaching and learning research initiatives of the Center for Educational Effectiveness (CEE).

Job Summary: As a member of the IRD team, the Instructional Research & Development Specialist will support UC Davis' teaching and learning community by contributing to two major efforts of CEE: 1) collaborating on applied teaching and learning research and development that benefits UC Davis' diverse student population; 2) supporting UC Davis' community of instructors who conduct scholarly teaching research.

Duties of the Instructional Research & Development Specialist include contributing to instructional research and development projects within CEE's portfolio; collaborating with multidisciplinary teams on teaching research and evaluation; conducting consultations for faculty who are interested in SOTL or applied educational research efforts; initiating and creating resources and tools to support UC Davis' scholarly teaching community; facilitating occasional workshops, meetings, and/or learning communities on SOTL-related topics; participating in the planning of events such as the UC Davis SOTL Conference; and participating in CEE's dissemination of teaching scholarship, discoveries, and innovations outside the university to the teaching research and practice community.

Campus Job Scope:

Department Specific Job Scope:

Positions Supervised: N/A

Essential Responsibilities: 50% INSTRUCTIONAL RESEARCH AND DEVELOPMENT INITIATIVES
Contribute to CEE's research & development portfolio by conducting teaching and learning research, independently and on multidisciplinary teams. This may include qualitative or quantitative research, data collection, and analysis on a breadth of topics spanning the effect of teaching changes, student experiences and outcomes, educator experiences and outcomes, discipline-specific approaches, and scholarship of teaching and learning. Design, manage, and support projects that pilot innovations in teaching and learning, such as adaptive online learning courses and course redesigns.

Participate in the evaluation and research of teaching and learning innovations and changes at UC Davis.

30% SCHOLARSHIP OF TEACHING AND LEARNING SUPPORT

Support UC Davis' growing community of scholarly educators toward their growth and success in SOTL and DBER. This includes providing consultation to faculty regarding teaching scholarship and research projects. It also includes designing and creating resources to support these educators, and to strengthen their knowledge of research techniques as well as their network within UC Davis. This also includes participating in the planning and execution of events such as the UC Davis SOTL conference, and leading occasional workshops, learning communities, or journal clubs.

15% DISSEMINATION, PUBLICATION, AND FUNDING PROPOSALS

Publish and communicate CEE teaching and learning research and innovations in journals, at conferences, and online. Participate in the development and proposal of new funded teaching and learning research through direct and substantive support of grant proposal writing.

5% SPECIAL ASSIGNMENTS

Assist UE units in other duties as needed, such as participation in intra-office workgroups, meetings, and program support.

Physical Demands:

Work Environment:

UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space.

Background Check:

Yes

QUALIFICATIONS

Minimum Qualifications:

Doctoral degree, or the equivalent combination of education, training, and experience from which comparable skills in the areas of learning and teaching support were acquired and applied to the improvement of important issues in undergraduate education across Humanities, Social Science and/or STEM fields.

Demonstrated record of teaching at the undergraduate level.

Demonstrated knowledge and experience in learner-centered, research-based pedagogy and evidence-based practices, including a familiarity with literature and teaching research techniques in general or discipline-based higher education research.

Experience with educational innovation and scholarship. This may include designing, implementing, leading, assessing, and/or evaluating teaching-related innovation, including general teaching and learning research activities, discipline-based activities, or SOTL.

Demonstrated skills to conduct research independently and on multidisciplinary/multifunctional teams. Flexibility and curiosity to collaborate and learn new methodologies as required.

Direct experience working with a diverse faculty, staff, and student body. Ability to consider research methods that highlight diversity.

Excellent communication, collaboration, and interpersonal skills, appropriate for working collaboratively within CEE and with multiple university stakeholders, toward positive student outcomes through evidence-based instructional changes.

Organizational and time management skills to establish and pursue priorities and goals consistent with program mission; work on multiple projects simultaneously; and

set and meet deadlines. Role flexibility to contribute positively to CEE IRD's dual mission of applied research activities and support for educators engaged in teaching scholarship.

Demonstrated experience in one or more of the following areas: Qualitative, quantitative, or mixed-methods for social/educational research; statistical analysis of social science data; Research methods toward diversity and inclusion; Design and enactment of educational experiments/quasi-experiments; Educational technology; User-centered design, testing, and research; Faculty development; Course redesign and evaluation, particularly concerning large-enrollment courses or transitions to online/blended learning.

Demonstrated record of excellence in college level teaching.

Record of publications, presentations, and/or research on student learning, education, SOTL, discipline-based education, teaching-as-research, and/or issues related to student success in higher education.

Experience consulting for or supporting higher education faculty.

Preferred Qualifications for Selection:

Experience designing or enacting faculty development projects such as workshops or learning communities.

Experience with project management of educational or research projects.

Experience developing funded projects, and writing proposals for funding of educational initiatives.

A record of successful interdisciplinary or cross-functional collaborations on educational projects.