



Job Opportunity: Director of Undergraduate Research

Position Overview: UWG is seeking a dynamic and experienced faculty member to serve as the Director of Undergraduate Research. This leadership role encompasses oversight of the diverse and impactful initiatives aimed at enriching the undergraduate academic experience through research opportunities. The ideal candidate will possess strong organizational skills, strategic vision, and a commitment to fostering a culture of scholarly inquiry among undergraduate students.

This successful candidate will receive a workload adjustment with designated course releases in the fall and spring semesters, along with an annual stipend. The position will begin October 1, 2024. The deadline to submit materials is September 6th, 2024. Submit materials to Brian Mosier, Associate Vice President of Innovation and Research, bmosier@westga.edu.

Materials should include: Cover letter, Curriculum Vita, and Summary of Relevant Experience

Responsibilities:

1. **UWG Scholars' Day Undergraduate Research Conference:**
 - Oversee all aspects of conference preparation and execution for Scholars' Day, including securing spaces and organizing set-up.
 - Manage abstract submission process using Smartsheets and oversee evaluation with the Undergraduate Research (UR) Committee.
 - Coordinate with UR Committee to organize the conference program.
 - Communicate effectively with presenters, moderators, and volunteers leading up to and during the conference.
 - Manage conference day logistics and set-up.
 - Request annual funding through SAFBA (\$2,500/year) to support conference activities.
2. **Student Research Travel Award:**
 - Administer the application process in October, February, and April via Smartsheets.
 - Collaborate with the UR Committee to select award recipients.
 - Secure funding through SAFBA (approximately \$20,000-\$22,500 annually) and explore additional funding sources with the Dean of University College/Associate Vice President for Research and Innovation.
 - Represent UWG students at UR conferences (GCHC, GURC, NCUR) to support their participation.
 - Facilitate and support faculty and SRAP awardees in achieving outcomes aligned to the UWG Quality Enhancement.
3. **Undergraduate Research HIP Designation**
 - Manage the course submission process using Google Forms/One Drive.
 - Guide initial course approval process in collaboration with the UR Committee.
 - Present UR Committee recommendations to the Faculty Senate UPC.
 - Propose updates to streamline the approval process for HIP designation.
 - Organize panels highlighting UR designation at Innovations in Pedagogy.



4. **Chair, Undergraduate Research (UR) Committee:**
 - Organize and lead approximately 2 fall meetings and 4 spring meetings.
 - Oversee UR Committee's involvement in Scholars' Day UR Conference, Student Research Travel Awards, UR HIP Designation, Sethna Undergraduate Research Award, and Undergraduate Research Faculty Mentor Award.
 - Facilitate nominations for awards via Google Forms/One Drive and email.

5. **Chair, Student Research Assistant Program (SRAP) Committee:**
 - Coordinate approximately 1 fall meeting and 2-3 spring meetings.
 - Manage application submission process for academic year and summer SRAP positions using Smartsheets.
 - Make funding decisions in collaboration with the SRAP Committee.
 - Collaborate with the Dean of University College/Associate Vice President for Innovation and Research to secure funding, including supplemental funding throughout the year.
 - Oversee strategic use of funding by faculty/staff sponsors with UC/Honors Administrative Manager and ORSP and conduct orientation sessions.
 - Initiate SRAP Spotlight initiative and organize panels at Innovations in Pedagogy.
 - Disseminate the work of faculty/student projects, research, conference presentations, publications, awards (e.g. Student awards, SRAP spotlights, grants, annual report, etc.)

6. **Teaching/Service for Honors College and Other Involvement:**
 - Teach Honors XIDS, Study Abroad, and/or Capstone Project course if needed by Dean of Honors College and/or serve as a faculty mentor to a small cohort of Honors students.
 - Attend Monday night Honors events throughout the academic year to share UR opportunities.
 - Participate in major Honors events (e.g., Honors Convocation, Preview Day in October) and may serve as interviewer for Presidential Scholarship and Academic Recognition Day Scholar interviews.
 - Represent the Honors College with the QEP committee and serve on the Honors Faculty Council.
 - Assist with efforts to promote awards through Focus on Fellowships info sessions and assistance with recruiting and applying for fellowships (e.g. Fullbright, Madison, Truman, Gilman, etc.)