Paid Monthly
GSD & PDD Director

Job Description: Director, Graduate Student Division (GSD) and Postdoctoral Division (PDD) (between 0.1 – 0.2 FTE)

GENERAL SUMMARY/ OVERVIEW STATEMENT: Summarize the nature and level of work performed.

Reporting to the Director of the Office for Research Careers (ORC) and to the Director of the Center for Faculty Development (CFD), this position is responsible for the Graduate Student Division and Postdoctoral Divisions, components of the CFD ORC at Massachusetts General Hospital. The GSD/PDD Director's mission is to address the needs of the MGH research trainees. Areas of emphasis are strengthening the guidance and mentoring offered to postdoctoral fellows and graduate students in career development in academia and beyond, including clarifying appointment requirements to research faculty positions in an academic medical center environment; supporting and advising trainees in developing connections with donors and industry; and enhancing communication and interactions within the research community.

Working in collaboration with other leaders in the CFD, the GSD/PDD Director will assist research fellows in pursuing their career goals, promote work-life balance, implement recruitment and retention strategies as needed, and serve as a central source of support and information of interest to the research community. The GSD/PDD Director serves as a strong advocate for research fellows and is responsible for enhancing the sense of community across the broad array of scientists on the MGH campuses.

Candidates at the Assistant/Associate or Full Professor level ideally will have demonstrated a strong commitment to mentorship in the academic medical setting with proven experience and interest in advancing research careers.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Indicate key areas of responsibility, major job duties, special projects, and key objectives for this position. These items should be evaluated throughout the year and included in the written annual evaluation.

- Create, implement, and enable a long-term vision for the GSD/PDD Divisions
- Be committed to providing services to research fellows at all MGH sites, including CNY
- Advise and respond to the needs of research fellows through individual consultations
- Develop a curriculum to promote the professional development of research fellows in mentorship, lab management, grant writing, conflict management, leadership skills, research finance, collaboration with industry and entrepreneurship, etc.
- Participate in planning and running the annual Leadership Development Program for Researchers
- Develop, oversee, and coordinate activities specifically related to postdocs and graduate students, in particular the annual Postdoc retreat and quarterly networking events for graduate students.

- Participate as full and permanent member of ECOR and work with ECOR and Research Council to provide and promote career development opportunities
- Assist in the identification and communication of leadership opportunities for research trainees
- Promote and support the academic career advancement of research fellows through education and example
- Provide insight and implement strategies and programs to assist with work life balance
- Collaborate with HMS, HMS affiliates and other MGH departments (e.g., ECOR, Division of Clinical Research, MGH Research Institute, MGPO, etc.) as a strong voice for fellows