Position Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Postdoctoral Research Fellow for Gibbs Cancer Center</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Research</td>
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<tr>
<td>Date:</td>
<td>May 29, 2019</td>
</tr>
<tr>
<td>FLSA:</td>
<td>Exempt</td>
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<td>Work Location:</td>
<td>Gibbs Cancer Center</td>
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<td>Employee Category:</td>
<td>Teaching/Research Faculty</td>
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<tr>
<td>Work Schedule:</td>
<td>As directed in contract</td>
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<tr>
<td>Reports to:</td>
<td>Associate VP for Research and Development</td>
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<tr>
<td>Direct Reports:</td>
<td>n/a</td>
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<tr>
<td>Percent Employment:</td>
<td>100%</td>
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I. Job Summary:
The purpose of the post-doctoral fellowship in education and research is to assist in the development of the appropriate teaching and research skills to become a successful medical school faculty member in the future. Individual will conduct research collaboratively and independently in the area of cancer genetics/genomics/etiology and bioinformatics. Will assist in all aspects of research and instruction. In consideration of the compensation provided, the fellow member will fulfill the duties assigned to him/her.

Research

a. The Fellow will develop skills that support a productive independent research career.
b. The Fellow will learn skills to design research studies including formulating a hypothesis, analyzing and interpreting data and designing a research protocol (IRB or IACUC).
c. The Fellow will demonstrate skills for communicating research findings through publications and presentations.
d. The program provides a structured process to assist doctoral graduates in conceptualizing a research idea/program, performing the research and writing a manuscripts and grant applications.
e. The program provides the participant with expertise in an appropriate body of knowledge to prepare the participant to teach and perform research with academic rigor within a medical school or related medical education institution.

Education

a. The Fellow will be able to prepare high quality professional education presentations with appropriate learning objectives, content and testing.
b. The Fellow will acquire the skills to utilize various methods of educational/instructional delivery including:
   i. Oral presentations
   ii. Flipped Classroom interactive presentations
   iii. Small group education materials
   iv. Interactive on-line education tools
II. **Job Duties:**

1. Academic duties including research, education and service on a full-time basis.
2. Develop and maintain an active research program in coordination and oversight with the primary investigator.
3. Manuscript and grant preparation, writing and submission. Specifically, you are expected to submit 2 manuscripts to peer-reviewed journals each year, and contribute significantly to at least 1 grant application per year.
4. Work to continuously improve skills and productivity in all aspects of the position.
5. Adhere to the highest levels of scientific research, conduct and ethics.
6. Seek to be aware of the latest technological and methodological developments and integrate them into the experimental designs and execution.
7. Develop and maintain collaborations within the College and with external collaborators.
8. Contribute as a team member to the advancement of research programs, education and service.
9. Participate in professional development and fellows meetings.
10. Be familiar and adhere to the administrative and academic practices, policies and procedures of VCOM as set forth in the College Catalog and College Policies Manual.
11. Submit an annual Activity Report
12. Perform other duties as assigned

III. **Required Qualifications:**

- **Education:** DO, MD, PhD, or PharmD. DO or PharmD graduates with a goal of a DO/PhD or PharmD/PhD will be expected to participate in additional doctoral level classes to strengthen their knowledge. The College will pay for one or two additional classes each semester.
- **Licensure or certification:** N/A
- **Experience:**
  - Basic knowledge of Cell Biology, Molecular Biology and Genetics with experience using standard laboratory, cellular and molecular skills
  - Ability to develop and institute new techniques in the laboratory with specialized knowledge in their discipline area
  - Writing and publishing results in peer reviewed manuscripts
  - Ability to develop presentation skills for the classroom, meetings or seminars

Skills required for this position include:

- Basic to advanced computer skills for data analysis and interpretation
- Able to work both independently and as a member of a research team
- Exhibit self-initiative, attention to detail and a strong aptitude for scientific research
- Excellent interpersonal and communications skills
- Excellent presentation of self as a professional including dress, confidential behaviors, and serving as a positive face for the College
• Strong team player
• Commitment to school values
• Must be highly organized and maintain organization in a busy and often chaotic environment

Preferences are given to candidates who have worked in academic environments.

Successful candidate will be subject to a criminal history background check.

IV. Working Conditions and Efforts: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: While performing the duties of this job, the employee is occasionally required to sit; use hands and vision for office equipment such as computers; talk or hear; moderate telephone usage. The employee must occasionally lift and/or move up to 30 pounds.

Work environment: Office and laboratory environment. Outside travel required 20% of time. The noise level in the work environment is usually minimal.

This position is classified as exempt, at the Professional level, because it requires the advanced knowledge of a “learned professional” in which to meet the job duty requirements.

V. VCOM Core Values: The employee is expected to adhere to all VCOM polices. VCOM faculty/staff are to maintain a positive attitude in all working relationships with all VCOM departments, employees, medical students, prospective medical students, interns and residents.