Job Description

Job Title: Research Assistant Professor  Prepared by: Director, Dental
Position Type: Full-time
Location: Henderson  Reviewed by: Human Resources
Unit: College of Dental Med  Approved by: Dean, Chancellor
Reports To: Director, Dental Research
FLSA Status: Exempt  Date: June, 2015

Summary

The Research Assistant Professor for the Roseman University of Health Sciences College of Dental Medicine (Henderson campus), will work closely with the Director of Dental Research in managing research conducted at the College of Dental Medicine (Henderson campus) and in teaching research related courses.

Responsibilities

1. Undertake primary and/or secondary roles of mentoring student/resident research projects;
2. Provide teaching assistance for research courses/blocks as assigned; provide teaching especially in related topics such as research design, epidemiology and basic (or advanced) statistics.
3. Co-ordinate research activities conducted at the College of Dental Medicine (Henderson campus);
4. Assist clinical faculty in their research pursuits;
5. Audit the data collection and data management phases of research projects as needed to ensure quality control of ongoing research projects;
6. Aid in the management of archived research projects including manuscript submissions and follow-up as needed;
7. Be involved in potential grant applications as needed;
8. Serve on college or university-wide committees as requested;
9. Perform other related duties that promote the overall research scope of the College of Dental Medicine (Henderson campus)

Qualifications: Education & Related Experience:

- Doctorate or PhD (or equivalent) in health care, education, administration, public health, statistics
- Experience in independent data analysis and manuscript preparation and submission
- Experience working with healthcare research (dentistry preferred)
Skills desired for this role:

- Strong verbal and written communication skills
- Knowledge in basic (required) and advanced (preferred) statistical software such as SPSS
- Computer skills: Proficient in MS Office: especially MS Word and Excel
- Strong analytical and problem solving skills
- Team builder and team player
- Excellent time management and multi-tasking skills

Work Conditions

- Work is primarily indoors, but requires the incumbent to be in an outdoor environment when travelling between Henderson Campus buildings, off campus, and to Roseman University of Health Sciences campuses and facilities located outside Henderson, NV.

- Performing duties and attending events during the evening and on the weekend occurs occasionally and is required.

- Incumbent may be exposed to frequent noise caused by telephones, clinic/lab machinery, office machines, and nearby oral communications among university personnel and/or students.

Required Physical Abilities

- Ability to bend, stoop, reach, stand, move from one area of the building to another on a regular basis, sit and use a computer for a long period of time.

- Ability to lift and carry a stack of forms and documents weighing up to 15lbs.

- Manual and physical dexterity needed to operate a computer keyboard and handle paper documents.

- Sufficient near vision acuity to read information appearing on computer display screens, in hand written forms, printed on paper, and to perform clinical duties as an orthodontist.

- Adequate hearing and verbal abilities to communicate effectively in person and by telephone.

I have read the above position description and have received a copy.

Employee Signature ___________________________ Date ______________________