

Director of the Undergraduate Research Apprentice Program

The Provost and Vice President for Academic Affairs (PVPAA) and Director of the Office of Student Research are seeking applications from tenured Longwood faculty for the position of Director of the Undergraduate Research Apprentice Program (URAP). This position will begin responsibilities on August 10, 2023. The position carries a term of three years with the option of reappointment for additional three-year terms at the discretion of the PVPAA. The URAP Director will receive an annual stipend of \$2,000.

The URAP Director will report to the Director of the Office of Student Research (OSR) to manage the URAP program. The URAP director will:

- Develop, disseminate, and review application materials for URAP faculty mentors and students
- Review program learning objectives and expectations and alter these objectives and expectations accordingly
- Work with the Director of OSR to make selection decisions about student/faculty mentor pairs who will participate in URAP and manage the notification process
- Develop and teach RSCH 200- Introduction to Research (1 credit course) for URAP students during the fall and spring semesters
- Guide URAP students in the preparation of their presentations for the Spring and Fall Student Showcase for Research and Creative Inquiry, Longwood Senior Thesis proposal, or *Incite* submission
- Gather and analyze appropriate assessment data related to the URAP program, report results, and make recommendations to the Director of OSR
- Collect information about URAP student success and experiences and write “Scholar Stories” articles about the URAP students to be posted on the OSR website and social media pages
- Lead a pre-semester workshop for URAP faculty mentors before the fall and spring semesters
- Serve as a member of the Advisory Committee for the Office of Student Research
- Complete any other necessary tasks related to the successful administration of the URAP program

Requirements:

- Tenured faculty member at Longwood University.
- Demonstrated interest in and record of mentoring student research.
- Knowledge of trends and issues in student research.
- Demonstrated record of positive collaboration across disciplines.
- Strong organizational skills and attention to detail.
- Excellent interpersonal, presentation, and written communication skills.
- Ability to work cooperatively with others to accomplish goals.