



**Director of Fellowships in Science Research & Engineering**  
Hiring for the 2023-2024 School Year; Position starts July 1, 2023

DIVISION/ DEPARTMENT: Cross Divisional

REPORTS TO: Associate Head of School

FLSA STATUS: Exempt

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## **SUMMARY**

The **Director of Fellowships in Science Research & Engineering** oversees all aspects of this nationally recognized science research program, serving as an ambassador for HB in the research community in greater Cleveland while also designing and implementing cutting edge curriculum, creating and connecting students to local, national, and international research forums/contests, and being an integral part of the fellowships and Upper School faculty team. This is a salaried, 12 month position.

## **ESSENTIAL FUNCTIONS**

- Creates and cultivates strong relationships with researchers in the greater Cleveland area to establish long-term partnerships for student placements in research labs.
- Designs research experiences for students, serves as the liaison between the primary investigator and research team, the student, and the student's parents/guardians.
- Oversees, organizes, and presents all course material for Intro. to Science Research, Science, Research & Engineering Seminar, and Ninth Grade Seminar.
- Mentors and supports students throughout their SREP experience.
- Coordinates and oversees student submissions and participation in competitions.
- Coordinates travel and serves as a chaperone to competitions and events. Events include, but are not limited to, AAAS, ISEF, Regeneron, OAS, JSHS, STS.
- Works closely with students and provides support and instruction in writing research papers, abstracts, and designing and creating research posters.
- Organizes and carries out all aspects of the SREP Poster Session annually.
- Coordinates and works closely with the Director of Fellowships in Applied Studies, the Associate Head of School, and the Science Department.
- Modeling learning for life by staying current with developing trends in student experiential learning and research opportunities.
- Attends to risk management responsibilities related to research participation for students.
- Communicates with students, parents, faculty and administrators on a regular basis to keep everyone informed of current and upcoming program requirements.
- Other duties as assigned.

## **RESPONSIBILITIES**

- Coordinates and delivers all SREP curricula, including classroom instruction, poster session, and other science research opportunities.
- Plans and oversees all student lab/research placements.
- Maintains excellent and steady communication with students, parents, faculty, Director of Fellowships in Applied Studies, Associate Head, and Head of School.
- Serves as a mentor to a group of approximately 10 Upper School students each year.
- Participates in faculty duties including (but not limited to) study hall proctoring, chaperoning student events, and other duties.
- Works collaboratively with Fellowships in Applied Studies directors.

*To perform this job successfully, an individual must be able to perform essential job functions described in the job description. Reasonable accommodations may be made to enable individuals with disabilities to apply and/or perform the essential functions.*

## **EDUCATION and/or EXPERIENCE**

- Advanced degree required; Master's and above.
- Experience in scientific research, publications and presentations.
- Demonstrated teaching skills and abilities.
- Institutional advancement experience.
- Expertise in issues surrounding health, safety, and risk management particularly in a lab setting.
- Strong network with engineering and research communities in Greater Cleveland.

## **DIVERSITY, EQUITY AND INCLUSION**

Hathaway Brown School is committed to building a diverse, equitable, and inclusive learning community through our admission policies, hiring practices, professional development, curricular and extracurricular programming, and school culture. We believe that these communities must be centered on the work we do. Hence, we strongly encourage applications from people who are members of other marginalized communities. Click [here](#) to be directed to our full DEI Statement.

## **ABOUT HATHAWAY BROWN**

Hathaway Brown School has a rich 147-year history of educating and empowering girls. As Ohio's oldest continually operating college-preparatory for girls, Hathaway Brown has earned a reputation for academic excellence and innovation in the region and around the country. Home of the Learn for Life signature approach, Hathaway Brown has long been devoted to a fusion of cutting-edge curriculum and experiential learning. Our approximately 850 students and 225 faculty and staff come to Hathaway Brown from 89 different communities in Northeast Ohio, and enjoy our stunning 16-acre campus in Shaker Heights, Ohio – just minutes from the cultural attractions of downtown Cleveland.

**TO APPLY:**

Interested candidates should email a cover letter, resume, and any research you have completed to [hrstaffing@hb.edu](mailto:hrstaffing@hb.edu). If you have any questions you may contact Meredith Cavell, Director of Human Resources at 216-320-8112.

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