

## Faculty Appointment: Faculty Director – Duke-NCCU Bridge Office

### Job Description:

The Duke-NCCU Bridge Office Faculty Director will report to Dr. Joseph McClernon, Faculty Director, Integration and Strategic Partnerships pillar. They will work collaboratively with the Duke-NCCU Bridge Office Staff Director to envision, develop, and champion evidence-based programming to support researchers, students, and trainees and collaborative, boundary-spanning research at Duke and NCCU. The Faculty Director will have proven success in leading team-based transdisciplinary, clinical/translational, community-based, or basic science research. This position includes both strategic and operational responsibilities requiring 20% of total professional effort.

*Responsibilities include the following:*

- Represent and champion the Duke-NCCU Bridge Office with Duke internal stakeholders by interfacing with Duke leadership and faculty across the institutions
- Build collaborative capacity for teams at Duke and NCCU by facilitating the development and implementation of research and programming
- Identify and pursue external funding opportunities to support Duke-NCCU Bridge Office activities, including government funding, philanthropy, and industry partnerships
- Provide faculty leadership by working collaboratively with the Duke-NCCU program director and NCCU Bridge leadership to:
  - o Co-develop a strategic plan for the Duke-NCCU Bridge Office
  - o Help build and support pathways to clinical and translational research careers for URM students and trainees;
  - o Engage and support Duke faculty to participate in grant and diversity supplement opportunities with NCCU
  - o Nurture Duke-NCCU research and training partnerships
- Represent and communicate Duke-NCCU Bridge Office activities and successes to CTSA/I leadership
- Attend and participate in required Duke CTSI and NCCU meetings, including but not limited to: Bridge Office team, CTSI pillar leadership, 'All Cores Updates' and CTSI Executive Leadership Team meetings when requested
- Assist with planning, oversight, and budgetary strategy
- Advocate at Duke and NCCU for critical resources to optimize Bridge Office impact (e.g., financial and human resources, inter-institutional infrastructure)
- Help ensure that programs funded through the CTSA are compliant with their roles and responsibilities
- Support evaluation of Bridge Office program offerings
- Facilitate connections, and share resources with other CTSA hubs
- Help disseminate Duke-NCCU Bridge Office findings and activities to relevant internal, external, and community stakeholders
- Attend and contribute as needed to Partnership and Bridge events Including meetings to support the development of collaborations or community events (ethnodramas, Eagle Talks, etc.)

*Key attributes:* The successful candidate will promote interinstitutional collaboration and goodwill and build strong and trusting working relationships with NCCU and Duke faculty, staff, and administrators, CTSI leadership, and other external partners. The individual will also champion and promote core principles of diversity, equity and inclusion throughout the Duke-NCCU Bridge Office and ensure anti-biased and anti-racist practices throughout our organization.

Duke CTSI is seeking a diverse candidate pool and encourages applications from women and individuals from groups underrepresented in medicine.

To apply, please submit your CV and cover letter to Dr. Joe McClernon, CTSI Director of Integration and Strategic Partnerships at [joseph.mcclernon@duke.edu](mailto:joseph.mcclernon@duke.edu).

