

## **POSITION DESCRIPTION**

**NAME:** \_\_\_\_\_

**RANK:** Associate Professor/ Professor

**TRACK:** Tenure

**TITLE:** Director of Cancer Epidemiology

**DEPARTMENT/DIVISION:** TBD

### **GENERAL DUTIES:**

The Director of Cancer Epidemiology is responsible for developing, promoting and coordinating the programmatic aspects of a cancer epidemiology program for Simmons Cancer Institute. The individual will be expected to develop a vigorous, externally funded research program and to collaborate with other members of the Department, the Cancer Institute, Population Science and Policy, and the School as appropriate. The teaching responsibilities will include participation in the curriculum for undergraduate medical students as well as in the Molecular Biology, Microbiology and Biochemistry Graduate Program as appropriate. The mentoring of graduate students in pursuit of the M.S. and Ph.D. degree and postdoctoral fellows is expected.

### **FUNCTIONAL RELATIONSHIPS:**

The incumbent will have a primary academic appointment in a department to be determined and reporting to the Chair of the department with a cross appointment in the Simmons Cancer Institute, reporting to the Director of Basic and Translational Research and the Executive Director of the SCI.

### **DUTIES AND RESPONSIBILITIES**

Demonstrates, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.

## **I. Teaching**

1. Teaching responsibilities will include tutoring in Y2 Medical curriculum.
2. Assist in the delivery of the undergraduate medical school curriculum in the areas of oncology, pathogenesis, epidemiology and population health as appropriate. Offer educational electives to medical students in the area of expertise.
3. Graduate teaching commitment will consist of contributing to the delivery of courses in cancer biology and epidemiology as appropriate.
4. Participate in the preparation and delivery of graduate level courses at the introductory and advanced level in the broad areas of cell biology, cancer, and epidemiology.
5. Serve as a mentor for graduate students, postdoctoral fellows, medical students, and residents by establishing a high quality learning environment and exemplifying professionalism.

## **II. Service**

1. Serve on departmental, SCI, school, and university committees as requested. Serve on graduate committees as appropriate.
2. Serve as a reviewer of manuscripts and grant applications where appropriate. If asked or requested, serve on external review committees and study sections.
3. Participate in the activities of relevant professional societies.
4. Demonstrates by actions commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.

## **III. Administration**

Advise the Department Chair, Director of Basic and Translation Research, Executive Director of the Cancer Institute and Director of Population Science and Policy on matters relating to research, scholarly and creative professional achievement.

## **IV. Research**

1. Develop an active research program using contemporary approaches and techniques to address questions related to cancer epidemiology, particularly in the rural setting.

2. Collaborate with other members of MMICB, SCI, and DPSP to develop a successful research core in the area of oncology and cancer epidemiology in general.
3. Collaborate with clinical faculty within SCI and School of Medicine on research to address cancer epidemiology in the rural setting is expected.
4. Direct graduate and medical students as well as postdoctoral fellows and residents in research projects related to fundamental questions in cancer epidemiology.
5. It is expected that the results of the investigations will result in peer reviewed publications and sustained extramural funding.
6. Prepare grant applications to support research and write and submit manuscripts for publication of the results of the research.

## **QUALIFICATIONS:**

### **Minimum Qualifications:**

- Ph.D. or MD/PhD in a relevant biomedical field with demonstrated expertise in cancer epidemiology.
- Experience commensurate with the ability to excel as an independent investigator. Appointments at the Associate/Full professor level requires significant (eight to ten years') experience with credentials that would allow appointment as an Associate/Full Professor.
- Evidence of research capabilities demonstrated by a sustained record of publications in high quality peer-reviewed specialty journals.
- Experience performing and leading research teams as evidenced by principal investigator status on federally funded grant (s). Demonstrated experience in developing and mentoring basic, clinical, educational, or population based research programs is required.
- Evidence of sustained funding capabilities as demonstrated by secured grant monies through public and private sources.
- Sensitive to the needs of underrepresented minority populations.
- Demonstrated leadership and significant practical experience in teaching, research, scholarship, creative professional achievement and development of research programs.
- Record of innovative and effective administration and fiscal leadership.
- Possess excellent oral and written communication skills.
- Excellent interpersonal skills with faculty, staff and students.
- Articulate a vision for the unit and the ability to communicate and engage faculty and staff.
- Knowledge regarding value of, and practical experience in, graduate and medical education.

**ENVIRONMENTAL, HEALTH, AND SAFETY RESPONSIBILITIES:**

Participates in meetings, training, and other environmental, health and safety activities as required by SIU School of Medicine

**WORKING CONDITIONS/PHYSICAL DEMANDS:**

See attached Physical and Environmental Requirements form.

\_\_\_\_\_  
Faculty

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean and Provost

\_\_\_\_\_  
Date

# PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

## SIU SCHOOL OF MEDICINE

Incumbent: \_\_\_\_\_ Classification: Faculty Researcher

Position No. (If applicable): \_\_\_\_\_ Department: \_\_\_\_\_

**WORK ENVIRONMENT: (Check all applicable environments)**

<input checked="" type="checkbox"/> Office	<input checked="" type="checkbox"/> Hospital
<input checked="" type="checkbox"/> Clinic	<input type="checkbox"/> Warehouse
<input checked="" type="checkbox"/> Research Laboratory	<input type="checkbox"/> Outdoors
<input type="checkbox"/> Other (Be Specific): _____	

PHYSICAL DEMANDS:	Seldom <small>(Performed rarely less than 2% of the time)</small>	Occasionally <small>(Performed less than 25% of the time)</small>	Frequently <small>(Performed 26% to 50% of the time)</small>	Constantly <small>(Performed 51% or most of the time)</small>	N/A
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*(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)*

Reading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Close visual acuity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Travel	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Stooping	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working at heights	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in extreme cold, heat and/or humidity	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in close quarters	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Climbing	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Operating motor vehicles	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Working above shoulder level	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Carrying	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lifting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief. I have read, understand and am capable of meeting the physical and environmental demands of this position.

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_ Supervisor Name \_\_\_\_\_ Employee Signature \_\_\_\_\_ Date \_\_\_\_\_