

**PRINCIPAL ADMINISTRATIVE POSITION DESCRIPTION  
SOUTHERN ILLINOIS UNIVERSITY SCHOOL OF MEDICINE**

For the Period: August 1, 2022 – July 31, 2023

**NAME:** Vacant **FLSA:** Exempt  
**TITLE:** Director of Research & Learning  
**ADMINISTRATIVE UNIT:** Office of Correctional Medicine

**GENERAL DUTIES:**

Under long-range administrative direction, the Director of Research & Learning serves in a senior management role in the Office of Correctional Medicine (OCM) as the academic strategist, manager and supervisor of research, education and university-wide cross-campus partnerships and collaborations. The Director of Research & Learning will establish sustainable educational programming to include electives and continuing educational programs for OCM staff, partners and stakeholders; serve as academic strategist and research director; explore the viability of a SIU system program to offer educational courses, certificates and degrees to justice-involved individuals. The Director of Research & Learning will be responsible for continually refining the overall education and research strategies and start-up processes and will work with the Executive Director and other OCM leaders to improve upon the model.

**ORGANIZATIONAL RELATIONSHIPS:**

The OCM Director of Research & Learning reports to the Executive Director of the OCM, who in turn reports to the Associate Provost for External Relations, who in turn reports to Dean and Provost of the SIU School of Medicine/Chief Executive Officer of SIU HealthCare, who in turn reports to the President of the SIU System and Chancellor of SIU Carbondale. The Education & Learning Section of the OCM is comprised of Research and Education Units. This position also represents SIU SOM Office of Correctional Medicine's interest in education and research operations.

**CONTROLS:**

Control over the position shall be by written and oral directives according to the statutes, regulations, and policies of Southern Illinois University, SIU Carbondale, SIU Board of Trustees, SIU HealthCare, and the SIU School of Medicine; as well as by direction of the Dean and Provost/Chief Executive Officer and the laws of the State of Illinois.

**CHARACTERISTICS DUTIES AND RESPONSIBILITIES:**

The following information is intended to be representative of the work performed by incumbent in this position and is not all inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related or a logical extension of the position 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. Administration: 45%**

- A. Serves as the SIU School of Medicine's (SIU SOM) Office of Correctional Medicine (OCM) Director of Research & Learning with responsibility for planning, organizing, managing, evaluating, and enhancing educational and research partnerships and service delivery growth and expansion; explore strategic inter-campus partnerships across the SIU system in order to recruit talented SIU scholars and students to OCM; recruits instructors and presenters for CPD and elective courses, panel and public discussions.
- B. Analyzes viability of educational and research efforts and opportunities in specific and targeted locations, with diverse populations and at all educational levels; takes ownership of key educational strategic alliances on behalf of the OCM; clearly organizes priorities and deliverables and brings measurable learning and educational impact.

- C. Develops strategies to optimize new education and research partnerships, manages cross-functional project and program teams, and establish the groundwork to ensure that research and education efforts become sustainable operating programs and partnerships; identifies SIU-driven services that can be offered to partners, stakeholders and other allied agencies; creates research and evaluation partnerships with SIU scholars.
- D. Develops overall research and education strategy, including start-up process/roadmap, replication models, and alternative service delivery methods; identifies areas of over or under-utilization; work with OCM's senior leadership to develop and implement corrective action plans resulting in required process changes and outcomes when aberrant trends are identified.
- E. Assists with National Commission for Correctional Health Care accreditation processes.
- F. Develops and implements processes and programs to shape working relationships, understands customer satisfaction, and resolves issues with internal and/or external customers, partners and stakeholders.
- G. Responsible for the development of learning and educational programming and policy, standard operating procedure, workflow, job aides, training materials for educational and learning offerings; ensure internal staff/colleagues attend/receive required training.
- H. Directs the Research & Learning Section's collection, compilation and analyzes of data to drive sound business decisions and leverage data to determine educational, learning and research program needs, trends, improvement opportunities and outcomes and establish processes and metrics to continuously monitor program performance, outcomes, and ROI.
- I. Regularly communicates with OCM Executive Director in order to jointly evaluate education and research outcomes, quality, affordability, and operational results with specific and agreed to sets of metrics; ensures that program outcomes are available to support funding processes and demonstrate value proposition.
- J. Consistently supports compliance by maintaining privacy/confidentiality of information, displaying ethics and integrity, reporting non-compliance and adhering to applicable federal, state and local laws and regulations, accreditation and license requirements (if applicable) and to current partner and SIU School of Medicine policies and procedures.
- K. Serves as supervisor of direct reports; assigns and reviews work; provides guidance and training; approves time off and reassigns staff to meet operating needs; counsels staff regarding work performance; recommends and imposes discipline; establishes objectives and prepares performance evaluations; determines staffing requirements. Manages and ensures that employees are complying with company policies and industry and best practice health care standards when providing care and evaluates performance of physicians with regard to goals and objectives. Guides larger, cross-divisional teams outside of direct span of control within the OCM and/or SIU SOM departments. Mentors and develops a team of managers and/or directors, managing work allocation, systems training, performance evaluations, and the building of an effective and efficient team dynamic. Identifies areas of over or under clinical utilization, via health care analytics. Work with OCM's senior leadership to develop and implement corrective action plans resulting in required process changes and outcomes when aberrant trends are identified. Maintains required competencies for self and all subordinate employees.

**II. Research: 25%**

- A. Serves as OCM Research Director to plan, direct, develop, manage and elevate the scholarly reputation of OCM and build the office's research capacity; serves as Principal Investigator, directing or helping to direct and manage mid-size to large, complex research projects or a series of smaller projects.
- B. Prepares reports, briefs, and journal articles to share the results and implications of the work for practitioners and/or policymakers; leads or supports proposal efforts, including writing research proposals and maintaining funder and partner relationships to develop new projects relevant to the direction of the field and OCM's mission.
- C. Participates in panels, task forces and committees as subject-matter expert in corrections, medicine, education and related fields outlined above. Identify opportunities for OCM-affiliated scholars to do the same.
- D. Conducts original research in healthcare, corrections, education, statistics, social science and other key fields; develops conceptual frameworks and research designs for rigorous experimental, quasi-experimental, and descriptive studies; oversee the planning, design, and implementation of research projects, including appropriate methods, procedures and reporting.
- E. Utilizes correctional care knowledge to participate in appropriate research and training; provides advice and consultation to research staff
- F. Supports the academic freedom and scholarly integrity of all OCM affiliated researchers
- G. Publishes research on correctional medicine business or clinic model findings for peer-reviewed journals and other suitable media.

H. Presents research at local, regional, national or international platforms

**III. Teaching: 25%**

- A. Oversees the creation and offering of CPD modules offered to partners and stakeholders
- B. Develop and conduct educational modules for all levels of learning and trainings as appropriate
- C. Coordinates and develops new electives offered by the OCM to SIU-SOM medical students and other SIU system students
- D. Explores the viability of a SIU system program to offer courses, certificates and degrees to justice-involved individuals
- E. Explores educational and research partnerships with IDJJ and its allied school district
- F. Serves as Graduate Student Supervisor and Mentor; recruits, interviews and supervises graduate assistants and interns from the SIU system and allied universities
- G. Serves as the OCM Academic Strategies Director and informal advisor to OCM staff seeking to build their skills and further their careers through academic study at SIU and elsewhere
- H. Utilizes correctional medicine care knowledge to teach residents, students and partners
- I. Participates in education conferences, seminars, and lectures for resident physicians and medical students
- J. Educate staff and partners on systems, structure, processes, best practices and outcomes that are necessary for assurance of regulatory compliance related to OCM Expansion Section activities

**IV. Service: 5%**

- A. Serves on boards and contribute time to organizations and causes that support the scholarly purpose and social mission of SIU School of Medicine and the SIU System.
- B. Explores and assists community engagement efforts that will expand the reach and enhance the impact of OCM, SIU-SOM and the SIU System

**QUALIFICATIONS:**

**Minimum Requirements:**

- 1. Ph.D. in Education, Higher Education, Public Policy or other related field with 3+ years of relevant experience in research and curriculum development
- 2. Expertise in postsecondary education, including factors affecting student success and equity
- 3. Experience with elementary and/or secondary education administration and program development
- 4. Experience managing research and evaluation projects for external clients, leading diverse teams and managing projects for quality, timely, and on-budget execution
- 5. Experience leading proposals for external funding, including developing concepts, building partnerships, establishing budgets, and writing research plans
- 6. Experience developing research staff capacity in research design and methods, project management, client relationships, research publication, and business development
- 7. Proven senior administrator community relations/outreach and collaboration experience with local schools/school boards, academic medical school, university, state government or related organization with demonstrated leadership ability, confidence and executive presence
- 8. Experience with educational program design, development, implementation, transformation or transition and education policy advocacy
- 9. Experience with data collection, analysis and utilization
- 10. Experience developing and understanding legal documents, contracts and consulting agreements

**Knowledge, Skills & Abilities:**

- 1. Must have executive presence and ability to work and communicate effectively internally and externally, be a strategic thinker with excellent problem solving and organizational skills as well as a visionary and proactive approach. Excels in communicating sensitive and/or adverse information. Must possess excellent oral and written communication skills.
- 2. Excellent interpersonal skills to ensure effective communication with individuals at all levels and from diverse backgrounds

3. Strong attention to detail with commitment to accuracy when writing
4. Ability to be progressive and proactive in planning and organizing major initiatives; visionary and forward thinking.
5. Analytical thinker and complex problem solver. Must be responsible and trustworthy and possess strong ethics, sound judgment and expert decision-making abilities.
6. Demonstrated abilities in multi-functional, complex team building and management, including as a leader of such teams.
7. Demonstrated evidence of the ability to communicate, both orally and in writing, and evidence of appropriate interpersonal skills necessary to be a successful senior administrator.
8. Demonstrated ability to plan, organize, and present complex documents and programming that are clear and concise and conclusion and results-oriented.
9. Demonstrated abilities to maintain full confidentiality in all matters and to exercise sensitivity in all aspects of the position and the workplace, including employee and management concerns and issues, and protection of sensitive data and information.
10. Sensitive to the needs of underrepresented and minority populations and has non-judgmental approach to servicing these populations. Must be compassionate and approachable and have respect for patient's confidentiality

**Desirable Qualifications:**

1. Additional relevant experience beyond the minimum requirement, including additional progressively responsible experience in institutional operations, financial and budget administration, planning, and/or other institutional or governmental management.
2. Bi-lingual (Spanish or American Sign Language)

**ENVIRONMENTAL HEALTH & SAFETY RESPONSIBILITIES**

Participates in meetings, trainings 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.

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director, Office of Correctional Medicine

August 4, 2022  
Date

# PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

## SIU SCHOOL OF MEDICINE

Incumbent: \_\_\_\_\_ Classification: Director of Research & Learning  
 Position No. (if applicable): \_\_\_\_\_ Department: Office of Correctional Medicine-SMS

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

<input checked="" type="checkbox"/> Office	<input type="checkbox"/> Hospital
<input type="checkbox"/> Clinic	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Research Laboratory	<input type="checkbox"/> Outdoors

Other (Be Specific): Intermittently @ correctional facilities as necessary/assigned

PHYSICAL DEMANDS:	Seldom	Occasionally	Frequently	Constantly	N/A
(Indicate frequency of activity during performance of position duties)	(Performed rarely less than 2% of the time)	(Performed less than 25% of the time)	(Performed 26% to 50% of the time)	(Performed 51% or most of the time)	

*(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 checked="" type="radio"/>	<input 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Climbing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Operating motor vehicles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input 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		20 - 40 lbs.			<input type="radio"/>
Carrying		20 - 40 lbs.			<input type="radio"/>
Lifting		20 - 40 lbs.			<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.

DeFraties, Dawn

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

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_