

Training Guidance for Research Administrators in the Office of Research Support Services by Job Title

Administrators (Grant and Research)

Attend:

- Four (out of six) Working Research Administration Partnership (WRAP) discussions per year
- One local conference, workshop, or webinar per year
- Three TJU subject area trainings per year (online or in person)
- One Brown Bag discussion per year

Team Leads/Sr. Grant and Research Admins

Attend:

- Four (out of six) Working Research Administration Partnership (WRAP) discussions per year
- One local or national conference, workshop, or webinar per year
- Two TJU subject area trainings per year (online or in person)
- One Brown Bag discussion per year

Lead one subject matter discussion/training per year (i.e. Brown Bag); (as needed and as determined by Manager, Outreach and Education)

Associate Director

Attend:

- Four (out of six) Working Research Administration Partnership (WRAP) discussions per year
- One conference per year; report out at a WRAP meeting

Create/Teach/Record one course every two years for the Professional Development Library (as needed and as determined by Manager, Outreach and Education)

Host one Q&A Brown Bag per year (as needed and as determined by Manager, Outreach and Education)

Director

Attend:

- Four (out of six) Working Research Administration Partnership (WRAP) discussions per year
- One conference per year; report out at a WRAP meeting

Create/Teach/Record (or delegate as appropriate) one course every year for the Professional Development Library (as needed and as determined by Manager, Outreach and Education)

Host one Q&A Brown Bags per year (as needed and as determined by Manager, Outreach and Education)

Participate in one conference per year

Notes:

- This list represents the minimum requirements for professional development.
- Individuals participating in the CRA Study Group will receive credit for three subject area trainings per year.
- Individuals presenting at the CRA Study Group will receive credit for Creating/Teaching/Recording one course per year
- All administrators will be responsible for providing registration detail to outside conferences to the Manager of Outreach and Education to be uploaded to the Professional Development Transcripts portal
- WRAP and Brown Bag discussions will be monitored through attendance sheets and uploaded to the Professional Development Transcripts portal