Educator – In – Chief

International Society of Advancement of Cytometry

Part-Time, Paid Position

*Please send CV, cover letter, and statement of educational philosophy as it relates to ISAC’s mission, vision, and goals via email to:*

Hellen Tecle, Education Manager: htecle@isas-net.org.

Application Deadline: October 15th, 2023

1. DUTIES

The Educator-in-Chief role is created to perform the following services with respect to CYTO-U, conscientiously, expeditiously, and to the best of their ability:

(a) serve as Chair of the Education Committee
(b) in consultation with the Society through the Executive Committee and education sub-committee chairs, establish and lead a three-year strategy for CYTO-U that defines the Cytometry education priorities and needs for an international membership which aligns with ISAC vision, mission, and values.
(c) in consultation with ISAC Executive Director, work closely to ensure a delineation between operational requirements and member contributions that are in line with the operationalization of the ISAC Strategic Plan 2024-2028.
(d) in consultation with the ISAC education committee and sub-committees, Executive Director, Education Manager, and ISAC leadership, review, refresh and establish the volunteer structure that delivers the priorities and functions of CYTO-U.
(e) in consultation with the ISAC Education Manager, establish the CYTO-U delivery plan that provides the strength and depth for virtual and live content delivery.
(f) in consultation with Meetings Committee and Associated Societies ensure alignment of an education portfolio with the diversity of ISAC membership and demographics of users of CYTO-U.
(g) in consultation with the Leadership Development Committee include the leadership development program to seek talented young educators that can help lead CYTO-U programming
(h) in consultation with the Society President and Executive Director communicate to the membership on plans and roll-out of CYTO-U
(i) in consultation with education sub-committee chairs and Education Manager deliver a quarterly progress report on CYTO-U
(j) in consultation with Education committee and subcommittees, incorporate modern pedagogies that prioritize teaching and learning, effective delivery of educational content through a learning management system.
(k) in consultation with ISAC Executive Director and President, communicate a clear personal development plan that will benefit both the role and the society.
conform to the highest standards of professional and ethical conduct appropriate for a not-for-profit scientific society and not knowingly commit any act or omission that may tend to bring disrepute or liability upon ISAC.

2. DELIVERABLES

a) review and plan with regular frequency the type of innovative educational formats delivered through CYTO-U.
b) identify, develop, and deploy a yearly ISAC CYTO-U curriculum.
c) ensure that a breadth of educational content includes all of cytometry (i.e. not sole focus on flow cytometry).
d) unify live and virtual education contents, materials and ownership.
e) solicit the submission of high-quality contributions to CYTO-U (hereinafter referred to as the "Contribution(s)").
f) invite expert Contributors to deliver content in the form of webinars, e-learning material, masterclasses, interactive courses, etc.
g) evaluate submitted Contributions, in accordance with an Educator-in-Chief evaluation post-delivery process so as to select suitable Contributions and review the outcomes of CYTO-U.
h) oversee any special features of CYTO-U as appropriate.
i) arrange for and supervise the independent peer review of Contributions by members of the sub-committees or ad hoc reviewers, request the Contributor make revisions when necessary (based on what Educator-in-Chief and/or reviewers deem appropriate), and reject any Contribution the Educator-in-Chief deems unsatisfactory.
j) oversee timely submission of Contributions in the English language [or if appropriate with Associated Societies multi-lingual submission] in form, content and style satisfactory to the virtual platform in accordance with the CYTO-U current "Information for educators" and in accordance with the annual production schedule.
k) in consultation with the Treasurer and the Education Manager establish a yearly budget evidenced against the projected delivery plan.
l) consult with the Executive Committee annually to set membership access and membership-value
m) Submit an annual Education Report to the Executive Committee and Council, prepared in consultation with the Executive Director.
n) oversee all activities of the sub-committees.
o) cooperate fully, including by providing information, in addressing any reasonable concerns of the Society

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