



UNIVERSIDAD CENTRAL DEL CARIBE
OFICINA DE RECURSOS HUMANOS

POSITION ANNOUNCEMENT

UCC is seeking candidates for the following positions subject to external funds:

EXTERNAL RESOURCES COMPLIANCE

Responsibilities included but are not limited to:

- 1) Developing and implementing internal policies and procedures and providing assistance in the interpretation of external and internal policies and procedures.
- 2) Preparing educational programs to ensure knowledge of and compliance with applicable federal, state, and UCC standards including human subjects in research, animal welfare, control of biohazards, biosafety, sharps, chemical safety, laser safety, radiation safety, conflict of interest, publications public access and percent effort reports.
- 3) Develop a Research Manual that details procedures for the performance of research.
- 4) Creating compliance folder to document personnel and project compliance.
- 5) Provide administrative support to the UCC research related committees.

Qualifications:

- Bachelor's degree in a related field
- Three years of experience
- Knowledge of Institutional Review Board (IRB)
- Computer experience and Internet skills
- Analytical skills
- Bilingual (written and spoken, Spanish and English)

Application: Submit a detailed curriculum vita to:

resume@uccaribe.edu

or

Human Resources Office
Universidad Central del Caribe
P.O. Box 60327
Bayamón, Puerto Rico 00960-6032

Closing date: June 13, 2014

Equal opportunity employer.


Approved by: José Ginel Rodríguez, M. D.
President UCC


Submitted by: María Rivera Vélez
Human Resources Director

UCC is an equal opportunity-affirmative action employer.



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OFICINA DE RECURSOS HUMANOS

POSITION ANNOUNCEMENT

UCC is seeking candidates for the following positions subject to external funds:

PROFESSIONAL DEVELOPMENT COORDINATOR

Responsibilities included but are not limited to:

1. Submission of grant applications to various funding sources.
2. Teach courses in the Graduate Program in Biomedical Sciences.
3. Teach professional development workshops.
4. Manage the xTRAIN system.
5. Organizes various special educational activities.
6. Assesses student learning.

Qualifications:

- Ph.D. in a Cellular and Molecular Biology
- Postdoctoral research experience
- Teaching experience

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or

Human Resources Office
Universidad Central del Caribe
P.O. Box 60327
Bayamón, Puerto Rico 00960-6032

Closing date: June 13, 2014
Start Date: September 1, 2014

Equal opportunity employer.

Approved by: José Ginel Rodríguez, M. D.
President UCC

Submitted by: María Rivera Vélez
Human Resources Director

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OFICINA DE RECURSOS HUMANOS

POSITION ANNOUNCEMENT

UCC is seeking candidates for the following positions subject to external funds:

INSTRUCTIONAL DESIGNER

Responsibilities included but are not limited to:

1. Provides overall direction and management for OADRGS on-line courses.
2. Independently develop entry and advanced level courses.
3. Works with Deans, Department Chairs and faculty to ensure online instructional needs are appropriately supported.
4. Supports the on-line learning environment through training and implementation, and promotes the expanded use of Course Management Software tools.
5. Designs and develops instructional material for courses.
6. Develops assessments.

Qualifications:

- Master's degrees in Education from an accredited college or university
- Five years of teaching experience
- Background in biology desired

Application: Submit a detailed curriculum vita to:

resume@uccaribe.edu

or

Human Resources Office
Universidad Central del Caribe
P.O. Box 60327
Bayamón, Puerto Rico 00960-6032

Closing date: June 15, 2014

Start Date: August 4, 2014

Equal opportunity employer.

Approved by: José Ginel Rodríguez, M. D.
President UCC

Submitted by: María Rivera Vélez
Human Resources Director

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