Volunteer Position Description

Title: Certificate Reviewer

Committee: Education and Professional Development (EPDC)

Term/Renewal: 3-year term (renewable). Appointed by EPDC Certificate Subcommittee

Duties:
• Maintains the integrity and value of the certificate assigned to them.
• Ensures certificate content is relevant and current.
• Work as part of a two-to-three-person certificate review team. Reviews annual and section meeting programs in their entirety to determine session/workshop that fulfill the requirements.
• May support programming committees to identify sessions/workshop or speakers for the certificate.
• Review speaker evaluations for Certificate content, as appropriate.
• Conduct an as-needed, thorough review the certificate’s goals and objectives, and recommend changes in structure or content to the EPDC Certificate Subcommittee. This review typically occurs every three to five years.
• Collaborates with SRAI Staff, Program Committees and Certificate Presenters.

Minimum Criteria:
• Minimum 10 years of experience in the area of the Certificate; and at least 5 years in a supervisory role. Subject Matter Expertise in the certificate’s required sessions’ areas with the ability to provide in-depth insights and guidance.
• Previous speaking experience and presentation development required.
• Participated in an SRAI section and/or annual meeting within the last three years.
• Willingness to collaborate and cooperate with other reviewers and program chairs.
• Genuine passion for education and mentoring individuals in the field of research administration.
• Full Member of SRA International

Time Commitment:
Each certificate has three to four reviewers. Reviewers are asked to review SRAI section meetings, annual meeting, and virtual conference programs. Approximately every three to five years, a certificate is reviewed in its entirety as part of a certificate review. When serving as a reviewer of a certificate, plan to commit the following:
• 1-2 hours to review each SRAI program and support the meeting program development (approximately 4 to 5 programs a year), approximately 5-10 hours a year.
• Every three to five years participate in a Certificate Review, which requires a commitment of 1-2 hours a month for 6 to 9 months.