Are you a research professional or experienced research-support professional looking to make an impact while achieving more personal flexibility and getting out of the daily grind?

Do you have a background in research or academia and love working with research professionals at Universities, Research Institutes, and Government Agencies?

Do you enjoy learning about research and helping ensure that it moves forward in a productive and successful way?

Do you feel excited about helping promote research impacts by fostering the success of researchers themselves?

If so, then this role might be for you!

CareerVolt supports researchers to acquire skills and achieve transformations that catalyze career success. We drive research forward by supporting research leaders. Our approach is to *do with rather than do for*, thereby empowering researchers to achieve more while experiencing less stress, overwhelm, and isolation.

As a CareerVolt Research Leadership and Success Consultant, you will guide and support researchers from all backgrounds at large and small academic institutions, research organizations, and government agencies to promote attainment of professional and programmatic milestones for career success.

Key outcomes:

Provide world class coaching/consulting services aligning with CareerVolt's mission to empower researchers to achieve more while experiencing less stress, overwhelm, and isolation, while maintaining high client satisfaction, success, and retention.

Key objectives:

★ Coach, consult, track, and provide results-based coaching and consulting to assigned clients, supporting them toward successful funding, publication, presentations, research group management, time management, goal achievement, and promotion or job negotiations for ultimate client success

★ Prepare and present impactful webinars and workshops so attendees leave with forward progress and implementable strategies to succeed in obtaining funding and managing their research groups, time, and projects

★ Uphold and represent CareerVolt's values of honesty, integrity, equity, empowerment, compassion, and inclusivity

★ Provide coaching/consulting services that inspire clients to maintain longer-term engagements with you

Key Responsibilities:

For the first 60–90 days, you will be in CareerVolt's Coaches and Consultants training program. These responsibilities include:

★ Engage with all training-related SOPs and coaching/consulting materials
- ○ Review script and listen/watch kickoff calls
- ○ Review script and listen/watch coaching/consulting calls
- ○ Read preparatory materials (e.g., books, resources) and participate in at least six mock coaching calls with Sr. Coaches and Consultants (~2 sessions per month)

★ Attend and help answer questions in ongoing webinars and workshops

★ Participate in presentation/facilitation of workshops if Sr Coach/Consultants believe you're ready (and if you feel ready!)

★ Have a minimum of one meeting with Sr. Coaches/Consultants each week

★ Familiarize yourself with using internal programs to perform excellent service and accountability (e.g., project management software, calendar management)

After the training period, you will start seeing clients individually. These responsibilities include:

★ Coach/consult with all one-on-one and group coaching/consulting clients to facilitate short- and long-term goal achievement

★ Attend and present during CareerVolt's various workshops and webinars

★ Provide at least 12 hours of calendar availability each week for client appointments

★ Monitor and track client progress on short- and long-term goals as well as coaching/consulting metrics (e.g., grants submitted, discussed and funded; manuscripts submitted and accepted, etc.)

★ Attend weekly meetings with Sr. Coaches/Consultants

★ Continue refining skills through knowledge development relevant to you as a coach (e.g., additional reading) and to be a resource to your client (e.g., NIH policy changes, etc.)

Key Performance Indicators:

- ★ Respond to client emails within 48 business hours of contact
- ★ Facilitate client success as indicated by publications, grants, seminars, and goal achievement
- ★ Begin and end coaching/consulting sessions on time
- ★ Achieve a client satisfaction rating of 8 or higher
- ★ Achieve majority positive workshop/webinar ratings
- ★ Continually work to improve skills and deliver high value to clients and workshop participants
- ★ Retain one-on-one and group coaching clients and/or have a high rate of returning for additional coaching/consulting

Requirements:

- ★ U.S. Citizen or Permanent Resident, living and working in the U.S.
- ★ Eight or more years in an academic setting (e.g., research associate, research assistant professor, assistant professor, professional development office, etc.), biotech, industry, or experience beyond the doctoral award level in managing research groups, evaluating proposals & publications, running professional development workshops at research institutions or organizations managing research projects
- ★ PhD or equivalent
- ★ Background in the sciences, with comfort moving between biomedical and other scientific fields
- ★ Preferred experience with the National Science Foundation (NSF), the National Institutes of Health (NIH) and the Department of Defense (DOD)
- ★ Availability to work between 8 a.m. and 5 p.m. in a U.S. time zone
- ★ You must believe in goal setting and empowerment
- ★ Ability to work with individuals and groups
- ★ Demonstrated presentation skills, including familiarity with MS PowerPoint; experience facilitating via Zoom preferred
- ★ Ability to track multiple projects
- ★ Must be able to set and maintain professional boundaries with all clients
- ★ Strong command of the English language (written, spoken)
- ★ Potential for occasional travel related to workshops

Benefits:

This is a part-time W-2, wage-based position with the flexibility to set your desired hours. Ideally, you would work at least 40 hours per month. While we are not guaranteeing a certain number of hours, this role may lead to a full-time position, so we welcome candidates who

would have availability beyond 40 hours/month. You will be compensated at a rate of $100 to $120 hourly depending on experience.

- ★ Control over your client-facing calendar
- ★ Flexible working hours
- ★ Fabulous and fun work colleagues and environment
- ★ Fully remote
- ★ Work computer/station provided
- ★ SIMPLE IRA plan with up to 3% company match, fully vested from start date
- ★ Company shut down roughly December 21 - January 3 and around the week of July 4th annually, plus an expected minimum of two weeks of additional scheduled vacation per year
- ★ Access to executive coaching certification, expenses paid, after 2 years of employment

The anticipated start date is on or soon after January 4, 2027. Please email your CV, cover letter, and a writing sample (e.g., grant proposal or publication) **by November 14** to careers [at] career-volt.com.