

Randi Woods Segatore, B.A.
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EDUCATION

Master's in Public Health (graduation date: 2012)

University of Massachusetts Amherst/University of Massachusetts Worcester

Certificate, Human Resources Management

New England College of Business and Finance (January 2002)

B.A., English Literature (May 1996)

The Catholic University of America, Washington, DC

PROFESSIONAL EXPERIENCE

2006- present. University of Massachusetts Medical School, Worcester, MA.

Assistant Director/Faculty Development Administrator, Department of Psychiatry (April 2010 – present)

- Assist departmental faculty and Academic Interest Groups (AIGs) with the identification of funding opportunities and development of grant proposals
- In collaboration with Vice Chair for Research, develop and manage new faculty on-boarding program, including meeting with faculty within 6 weeks, identifying potential research interests and matching with a mentor and Academic Interest Group (AIG)
- Review and edit manuscripts
- Develop workshop curriculum for departmental faculty, including Statistics, Successful Recruiting, IRB Review, Ethics, Work/Life Balance, Clinical Trials and Path to Leadership
- Develop and implement numerous career development initiatives including R01 Writing Group and Clinical Research Group
- Oversee CDRO Fellowship Program by reviewing proposals and making funding recommendations
- Oversee Clinical Scholars Program with Vice Chair for Clinical Research, in which faculty may apply for protected time for research. Meet with faculty on regular basis to review research process and develop timeline for grant submissions
- Engage and prepare candidates for promotion and tenure, serve as consultant to DPAC and Departmental Tenure Committee and advise Department Chair on matters pertaining to promotion and tenure

- In collaboration with Vice Chair for Adult Psychiatry Clinical Services, identify and create opportunities for offsite clinical faculty to engage in scholarly activities
- In collaboration with Director of Psychiatry Residency Training Program, provide writing assistance to residents
- Serve as co-editor of Psychiatry Issue Briefs, a departmental, peer-reviewed journal
- In collaboration with Vice Chair for Research, develop initiatives focusing on women faculty including annual retreat (48 attended in September 2010) and online mentoring program for Women in World Neuroscience
- Oversight of several department-wide events including annual Research Day, Career Day and New Faculty Reception

Academic Personnel Specialist, Office of Faculty Affairs (August 2007 – April 2010):

- Oversee all faculty personnel actions, including appointments, promotions and tenure, including initial review of paperwork, making recommendations to department, and providing advice and recommendations to Vice Provost of Faculty Affairs (VPFA), Personnel Action Committee (PAC) and Tenure Committee
- Provided counseling sessions for faculty who are beginning the promotion process
- Developed initiatives to increase the retention and advancement of women faculty, including Faculty Flex pilot program and Faculty Advancement Department Liaisons (FADLs)
- Project Manager for initiatives pertaining to the retention and advancement of women faculty (Women's Leadership Work Group, Faculty Advancement Department Liaisons, Faculty Flex pilot program)
- Served as contact for faculty, department chairs, staff and administration for matters involving appointment, promotion and tenure policy
- Worked with VPFA to develop policy and procedure recommendations to streamline and improve personnel actions
- Worked with UMMM Office of Medical Staff Services to improve coordination and communication of new clinical faculty hires and ensure compliance with school policy
- Supervised Administrative Assistant and oversee her duties related to PAC and tenure processes
- Drafted detailed tenure recommendations to UMass President on behalf of UMMS Chancellor
- Drafted correspondence for VPFA and Dean relating to faculty appointments, promotions and other faculty personnel actions
- Drafted memorandum on behalf of school and hospital leadership on policies and procedures pertaining to faculty
- Generated reports using data from the faculty database and from other sources; present the findings in these reports to various groups within the institution

- Worked with Director of Faculty Development to identify and develop opportunities to assist in the career advancement of women faculty at UMMS
- Served as Vice Provost's representative on various organizations and committees
- Functioned as support staff to the Personnel Action Committee, Executive Council, Compensation Task Force, Clinical Concerns Committee, Tenure Committee and Faculty Council. Schedules monthly meetings, develops agendas and prepares materials for meetings. Records recommendations of committees and follows up on assigned tasks
- Served as liaison to UMMHC/UMMMG/UMMMC staff on UMMS faculty appointment policy and process
- Served in ex-officio capacity on Graduate School of Nursing (GSN) PAC and assist in redesign of appointment and promotion policy. Assist in development of tenure policy for GSN.

Research Administrative Assistant, Department of Pathology (January 2006 to August 2007)

- Coordinated and executed existing grants, new grant applications and progress reports for three faculty members, including development of budgets and ensuring compliance with institutional and NIH policies
- Coordinated Faculty Search progress and committee and oversee candidate interviews and schedules. Managed financials for three labs, including weekly reallocations, reimbursements, and purchase orders. Coordinated travel and manage schedule for senior faculty member
- Coordinated annual Fall Seminar Series

February 2003 – September 2005 Harvard Law School, Cambridge, MA
Faculty Research Assistant

- Personal assistant to nationally-known commercial and consumer finance law expert
- Scheduled, coordinated and oversaw media events related to Professor's research and writing projects, including multi-state press events for *The Two Income Trap*
- Scheduled and coordinated annual Law and Society event in conjunction with the U.S. Federal Judicial Center, including arranging speakers, setting up events and establishing security detail for visiting judges
- Assisted with research in areas of commercial and consumer bankruptcy, particularly in areas where consumer bankruptcy was triggered by health care costs
- Edited law review articles
- Handled intensive travel schedule for Professor including creation of PowerPoint presentations, travel arrangements and any required advance work
- Served as liaison between Professor and government entities, including Members of Congress, Senators and staff
- Managed numerous grants funded by large philanthropies, including maintenance of budgets and compliance with institutional policies (pre- and post- award)
- Served as liaison for Business Bankruptcy Project and Consumer Bankruptcy Project

March 2000 – January 2003 FleetBoston Financial, Boston, MA
Executive Recruiting Associate

- Coordinated interviews for senior-level executive candidates
- Worked with Legal and Executive Compensation Departments to draft offer packages
- Worked with Executive Vice President for Executive Recruiting, Business Managers and Senior Recruiters to streamline and develop group plans, strategies and reports
- Supervised Administrative Assistants

Legal Administrator

- Supported Vice President of Legal Department with various departmental responsibilities including recruitment of attorneys, departmental planning and financial reports
- Worked with Human Resources Business Partner on employee-related matters
- Supervised Legal Assistants

August 1999 – January 2000 Massachusetts Democratic State Committee, Boston, MA
Communications Associate

- Worked to promote Democratic candidates and incumbents through a coordinated communications and outreach plan that included print media, television and radio
- Developed and edited a weekly email newsletter to inform party supporters of Democratic successes
- Wrote editorials and speeches on behalf of Party Chair and Executive Director on key issues such as health care and education reform
- Developed talking points on key issues for candidates and incumbents and consistently researched and identified opportunities for media coverage on behalf of Massachusetts Democrats

February 1997 – August 1999 Office of Congressman John F. Tierney (D.C. and MA)
District Coordinator and Legislative Assistant

- Worked with Communications Director to evaluate potentially newsworthy opportunities in Congressman's district
- Drafted and distributed press releases to local and national media outlets and contacted cable stations for taping opportunities
- Worked with Communications and Legislative Director to develop concepts for public events with media appeal that strongly pertained to Congressman's legislative priorities, such as health care reform, education and seniors' issues
- Researched and tracked legislation, prepared memos and drafted correspondence for issues such as immigration, welfare, Social Security, health care and civil rights
- Drafted floor statements, press releases, op-ed pieces, committee statements and talking points on assigned issues

TEACHING

"Achieving Associate Professor" (April 2010 -) Promotions workshop for Psychiatry faculty
"Achieving Tenure" (April 2010 -) workshop for tenure-track Psychiatry faculty

“How to Effectively Navigate and Interpret Promotion Policy” (Fall 2007 – April 2010), Faculty Development Program workshop

“How to Effectively Navigate and Interpret Tenure Policy” (Fall 2007 – April 2010), Faculty Development Program workshop

“Navigating the Promotion Process” – departmental workshops (Fall 2007 – April 2010)

Instructor, Administrative Support Certificate Program, UMMS Human Resources

ABSTRACTS AND POSTERS

Ockene, J, Pasquale, S, Franklin, P, Martin, E, **Segatore, R**. Increasing Representation of Women Faculty at Associate and Full Professor Levels: Faculty Advancement Department Liaisons (FADLs). American Association of Medical Colleges Women in Medicine Annual Meeting, 2009.

King, J, **Segatore, R**, Ziedonis, D. Departmental Career Advancement Initiatives: The Career Development and Research Model. American Association of Medical Colleges Professional Development Conference, 2011. Submitted.

PUBLICATIONS

King, J, Segatore, RW and Ziedonis, DM. Departmental Career Advancement Initiatives: The Career Development and Research Model. In preparation.

SERVICE AND VOLUNTEER WORK

UMMS Professional Women’s Committee, New England Equine Rescue, Spencer Disaster Animal Rescue Team