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Position Title: Program Director, UD ADVANCE

CONTEXT OF THE JOB:

The W2L (Women faculty To Leadership) Institute is a five-year NSF-ADVANCE-IT (National Science Foundation ADVANCE Institutional Transformation) funded effort designed to improve and transform the climate for faculty. In particular, the program is designed to change the institutional climate to support the recruitment, retention and advancement of women faculty in the Science Technology Engineering and Mathematics/Social and Behavioral Science (STEM/SBS) fields. Recognizing that any improvements can only be preserved through transformation of the institution and its policies, the program in fact targets all aspects of the university faculty and administration and especially diversity of the faculty. Project activities will occur at all levels of the university from the Provost to the Deans to the Chairs to the Faculty.

Under limited direction of the grant Principal Investigator, the Program Director will oversee and coordinate the administration of the project in order to support the central goals of the Institute through interactions with the grant Principal Investigators, the Provost's Office, Research Office the Office of Communications and Marketing, the faculty, as well as an external advisory council.

MAJOR RESPONSIBILITIES:

- Direct and monitor program activities to enhance the STEM/SBS workforce at UD.
- Educate faculty, administrators and senior management regarding diversification of the workforce, particularly in the STEM/SBS fields.
- Work closely with the PIs to manage the program and produce the key deliverables.
- Oversee and manage assigned staff to effectively accomplish Institute goals and objectives, and supervise day-to-day functional activities.
- Develop and prepare complex documents for both internal and external constituents, to include programmatic reports, project and status reports, and budget forecasts; write and edit communication materials.
- Be responsible for compliance with federal, state and university policies and regulations.
- Ensure that program activities operate within the policies and procedures of the University.
- Steward the funding for the Institute, which includes but may not be limited to federal and University funds.
- Stay current on ADVANCE requirements, and communicate relevant information to team members.
- Be the central point of contact between the PIs, external and internal evaluators, external and internal advisory committees and the project staff.
- Build, integrate, communicate and oversee detailed over-all project schedules and deadlines.
- Support the broader national ADVANCE community (attend annual national ADVANCE meeting).

- Administer all grant activities, in particular work with project personnel in scheduling and coordinating workshops, panels, and working with faculty.

QUALIFICATIONS:

Master's degree and four years' job-related experience, or equivalent combination of education and/or experience; PhD preferred. Experience managing large complex projects, activities, and events. Experience with grant-funded programs and project management, particularly in the STEM/SBS areas preferred. Experience and familiarity with a University structure and sponsored activity funding preferred. Effective communication, writing and presentation skills. Experience working with collaborative teams. Strong organizational, time management and analytical thinking skills.

How To Apply: www.udel.edu/udjobs/index.html (listed under Employment Opportunities, Staff)

When applying please submit a one-page cover letter and your resume as one document. Also, please remember to provide names, addresses and telephone number of at least three references in the online application.

Equal Employment Opportunity

Employment offers will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.

The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members, Women, Individuals with Disabilities and Veterans. The University's Notice of Non-Discrimination can be found at <http://www.udel.edu/aboutus/legalnotices.html>