The Department of Microbiology seeks a Visiting Assistant Director to implement the educational mission and annual work plan of the Illinois Microbial Systems Initiative (MSI), and to lead the development and delivery of the Microbiome Analytics master’s degree program within the School of Molecular and Cellular Biology in coordination with colleges and departments across campus through direct involvement with pedagogy design and administration and efficient operation of the team.

The University of Illinois is an Equal Opportunity, Affirmative Action employer that recruits and hires qualified candidates without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability or veteran status. For more information, visit http://go.illinois.edu/EEO.

DUTIES AND RESPONSIBILITIES

MSI Educational Program Development and Student Services:

- Lead the development and implementation of activities needed to launch the Microbiome Analytics master’s degree program. Work with the Director and Associate Director to develop degree program proposal and work with the Graduate College and other campus entities to carry out steps needed to obtain approval of the program. Work with faculty to develop course materials, assist with AV needs, develop course websites, and other activities that will facilitate development and delivery of courses.
- Keep up to date on trends in related programs at other institutions and recommend and implement additions or modifications to the Microbiome Analytics degree program to keep pace with the state of the field and respond to changing student needs.
- Serve as student services and academic adviser for Microbiome Analytics MS students. Support students from admission to graduation. Provide students with administrative support, including processing petitions, add/drop requests, and ensuring students are meeting Graduate College requirements.
- Work with MSI students to develop and implement programs including an annual student-focused symposium, student-invited speakers, career panels, or other career development activities. Oversee advertising and logistical aspects of hosting events.
- Work with Director and Associate Director on overall MSI strategic planning and implementation of plans pertinent to educational activities.

Administrative Leadership:

- Oversee all administrative and technical support for the master’s degree program and MSI, including coordinating the hiring, training, and supervising of administrative and technical staff, including student employees.
- Develop internal and external marketing and communication strategies to promote the Microbiome Analytics MS degree program. Plan and organize reports to campus offices.
- Oversee the MSI budget in conjunction with the Director and the financial services group of the School of Molecular and Cellular Biology. Manage fiscal procedures, including ensuring that expenditures are in accordance with allocation of funds.
• Work with Associate Director and communications intern on newsletter and social media, and coordinate with other communications offices to publicize MSI activities, events, and accomplishments of MSI community members.
• Lead planning and organization of MSI-hosted events, including collaboration-building activities. Ensure that MSI activities are accessible and inclusive of a diversity of faculty, trainees, and research staff.
• Coordinate, attend, and take minutes at meetings of the MSI Advisory Committee and other MSI meetings as needed. Compose correspondence and oversee the program's calendar.
• Other related duties as assigned to further the mission of the unit.

QUALIFICATIONS

Required Education: Bachelor’s Degree

Preferred Education: Master's Degree or PhD in STEM field or Education

Required Experience: One year of experience in new program development or management and working with diverse teams. Master’s Degree in an area consistent with the duties of the position may be substituted for one (1) year of work experience.

Successful candidates will have: Demonstrated strong written and oral communication skills. Demonstrated organizational and process implementation skills in complex, team based operating environments. Demonstrated understanding of budget-based financial management. Demonstrated ability to exercise independent judgment and discretion in all areas and work largely unsupervised with occasional guidance from the Director and Associate Director. Awareness of, and sensitivity to, cultural and linguistic differences. Commitment to diversity and inclusion.

SALARY AND APPOINTMENT INFORMATION

This is a full-time academic professional position appointed on a 12-month service basis. The expected start date is as soon as possible after the closing date. Salary is commensurate with experience and qualifications. Position may become non-visiting in the future, dependent upon funding and departmental needs.

APPLICATION PROCEDURES AND DEADLINE INFORMATION

To apply for this position, please create a candidate profile at https://jobs.illinois.edu, directly apply to our position and upload your cover letter and resume by June 11, 2021. Online application will require names and contact information including email addresses for three professional references. Full consideration will be given to complete applications received by the closing date.

For questions regarding the application process, please call Illinois Human Resources at 217-333-2137. For further information on this specific position, please contact Leslie Lewin Reinhart at lewin@illinois.edu.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer. As a qualifying federal contractor, the University of Illinois System uses E-Verify to verify employment eligibility. The University of Illinois System requires candidates selected for hire to disclose any documented finding of sexual misconduct or sexual harassment and to authorize inquiries to current
and former employers regarding findings of sexual misconduct or sexual harassment. For more information, visit Policy on Consideration of Sexual Misconduct in Prior Employment.

The University of Illinois must also comply with applicable federal export control laws and regulations and, as such, reserves the right to employ restricted party screening procedures for applicants.