

JOB TITLE: Director, Science Alliance for Graduate Students and Postdocs

The third oldest scientific society in the United States, the New York Academy of Sciences is an independent, global, non-profit organization with over 24,000 members in more than 140 countries. The Academy's mission is to advance the understanding of science and technology by focusing on leading-edge science across disciplines and nations and by building bridges between science and society. The Academy facilitates communications among scientists, physicians, students, educators, executives, policy makers, government officials and journalists from around the globe through its interdisciplinary conferences, meetings and diverse electronic and print publications.

The Academy employs 65 professional and support staff, and has an annual operating budget of \$15+ million.

DEPARTMENT: Programs

REPORTS TO: Chief Operating Officer

SCOPE OF RESPONSIBILITIES: Develop and implement programs to serve the career advancement related needs of graduate students and post-docs. Develop events to provide networking and educational opportunities for young scientists.

Working closely with other departments at the Academy, help raise support and publicize events and programs.

DETAILED DESCRIPTION OF RESPONSIBILITIES:

Conceptualize, develop, implement, and promote programs and events on career issues for grad students and post docs, taking advantage of the Academy's unique resource as an institution at the intersection of academe, business, and government, with its enormous convening and dissemination power. Provide opportunities for career education and networking. Foster the existing Science Alliance Committee to liaise with students and post docs at area universities and work with them to develop programs with appropriate format and content that would be appealing and meet their needs.

Develop resources to identify events that will be of value and interest to the Science Alliance community.

Participate in new initiatives of the Academy, including planning and execution of career mentoring events outside of the New York City area. This will likely require some travel time. Working with the Academy Marketing and Program Departments, develop strategies for out reach to the SA community. Take steps to promote membership, SA events and other Academy events within the SA community to increase participation.

Working with the Development Staff, help in identifying prospective funders (foundations, agencies, corporate sponsors, etc). Develop grant proposals, create special events, and meet with relevant individuals as necessary. Prepare budget for SA activities and manage expenses. Working with the Academy's Publishing and Communications Team, develop content of the Science Alliance web portal and other

relevant channels. Coordinate all of the administrative tasks for existing and new institutions within the program (letter of agreement, names of participants, nominees for steering committee, etc.). Oversee monthly (or bi-monthly) e-mails to Alliance members as well as respond to e-mail feedback from Alliance members. Working with the Membership Department, maintain databases of campus contacts at Alliance institutions and Alliance members. Ensure contract obligations are met to acquire new members from partner universities. In collaboration with the Conference Department, organize support and logistics for Alliance programs (room location, catering, A/V, etc.). Represent the Alliance/NYAS at career fairs, conferences, scientific meetings, and other large gatherings of scientists and educators.

REQUIREMENTS:

Ph.D. in the sciences (Master's degree with relevant experience also considered) with 1 - 2 years experience in program management. Excellent oral and written communication skills. Ability to multi-task, work creatively and independently as well as function in a team environment. Must be available for periodic travel.

The Academy is an Equal Opportunity Employer seeking a diverse workforce. We offer an excellent compensation and benefits package to both full-time and part-time staff that includes affordable health care insurance, tuition reimbursement, retirement plan, liberal vacation time and holiday schedule.

HOW TO APPLY: Applications should include the following: CV or résumé, cover letter that includes salary history and/or requirements, and a 1-2 page analysis of the Science Alliance program to include in its programming initiatives. This statement should reflect an understanding of emerging trends in graduate student and postdoc career mentoring programs and anticipated challenges. Please email your application to wschneider@nyas.org. Please visit: www.nyas.org <<http://www.nyas.org/>>