



Job details

Share

Like 0

Tweet

Job 1 of 1

Apply to job

Send to friend

Save to cart

Post to my Social Network(s)

Requisition ID	30456BR
ASU Job Title	Asst Director
Job Title	Assistant Director
Campus/Location	Campus: Tempe
Job Family	Generic
Department Name	Center for Evol, Med & Pub Hlt
Full-Time/Part-Time	Full-Time
VP Code	EXEC VP/PROVOST
Scope of Search	Open
Grant Funded Position	This is not a grant funded position and is not contingent on future grant funding.
Category	03
Salary Range	\$60,000 - \$97,200 per year; DOE
Close Date	20-March-2017
Job Description	<p>The Center for Evolution & Medicine (CEM) is looking for an Assistant Director to aid in building and managing a dynamic center focused on research, education and outreach through collaboration and interdisciplinary work. Under general direction, the Assistant Director assists with the planning, organizing and directing the day to day operations of the center. Additionally, the person in this position contributes to strategic planning to help reach the Center's goals of demonstrating the power of evolutionary biology to address new opportunities in medicine and public health. This position reports to the Director of the Center for Evolution & Medicine.</p>

Essential Duties

- Promotes community, faculty, student and staff involvement with the Center by helping to build an exciting, organic environment that stimulates both productivity and creativity.
- Assists in developing and executing the Center's strategic plan, including the development of long and short-range goals to maximize effectiveness of the Center in achieving the mission of improving human health by integrating evolutionary biology and medicine.
- Assists in overseeing the research, education and outreach programs within the Center, working with university administration, faculty, staff, and students to achieve our goals and objectives.
- Assists with and plans, directs and reviews all aspects of Center operations to ensure achievement of established objectives within set guidelines, practices, and regulations.
- Provides leadership and facilitates communication with CEM faculty, postdoctoral fellows and researchers, and students to facilitate and advance their projects and those of the center.
- Develops and executes a staffing plan for the Center, designing and implementing a staff development plan to ensure that staff are

appropriately trained and evaluated.

- Provides direct and indirect supervision to all center staff, helping to maintain a collegial atmosphere where professional development is encouraged, and staff are given clear objectives and expectations for performance and advancement.
- Aids in developing, implementing and evaluating efforts to increase opportunities for and awareness of the Center's activities.
- Builds and maintains Center's donor development efforts.
- Acts as liaison with the community, students, faculty, and staff in facilitating Center programs.
- Oversees and participates in planning, developing and administering the Center budget. Directs the business operations of the Center.
- Prepares or coordinates preparation of financial and administrative reports; analyzes and interprets statistics, financial data, and management planning data for predicting resource needs and developing long-range plans.
- Represents the Center and serves on various department and college committees as needed.
- Works closely and cooperatively with several Research Advancement Offices across schools as well as ORSPA to facilitate sponsored projects, supplying administrative review to ensure compliance with university, state and federal policies, regulations and requirements.
- Develops, maintains and implements Center, College, and University policies and procedures.
- Resolves problems and issues affecting the Center, and oversees measures to improve the effectiveness and efficiency of the Center.
- Assists with overseeing the development and evaluation of Center programs, providing advice and information on policies and activities.
- Acts in place of the Center Director in that person's absence.

Minimum Qualifications

Bachelor's degree in a field appropriate to the area of assignment AND six (6) years of related administrative experience, which includes three (3) years of supervisory experience; OR, Ten (10) years of related administrative experience, which includes three (3) years of supervisory experience; OR, Any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

Desired Qualifications

Demonstrated knowledge of:

- principles and practices pertaining to research centers in a higher education environment.
- management and supervisory principles and practices.
- budget management methods and techniques.
- strategic planning principles and practices.
- principles, concepts, and practices of organizational management.
- the life sciences in a higher education, research or medical environment.

Experience in:

- problem solving and decision-making.
- planning, analyzing and coordinating activities and establishing priorities.
- effectively managing, supervising and evaluating assigned staff.
- program design and development.
- budget preparation and forecasting.
- establishing and maintaining effective working relationships.
- a variety of governmental, higher education and private non-profit/for profit environments.
- organizational management; supervision of staff; budgeting and forecasting; research administration functions including policies and procedures; event planning and coordination.
- establishing and maintaining effective working relationships

Evidence of:

- a Master's degree in a related discipline
- effective written and verbal communication skills

Working Environment

- Activities are primarily performed in a regular, climate controlled office setting subject to extended periods of sitting
- Use office equipment including a desktop computer
- Lift up to 20 pounds
- Communicate to perform essential duties
- Interpret complex sponsor regulations
- Expected to be responsive to customers, engaged in work production, resourceful, flexible, and respectful of others

Department Statement

The ASU Center for Evolution & Medicine is a university-wide Presidential Initiative whose mission is to establish evolutionary biology as an essential basic science for medicine, worldwide. The Center, which opened in 2014, will bring leading scientists to ASU to join existing faculty in research that demonstrates the power of evolutionary biology to address problems in medicine and public health. The new courses and degrees they create will begin to meet the growing demand for such experiences and will educate a generation of future researchers and health professionals. Many of these experiences will be at ASU and some will be in conjunction with the new Mayo Medical School. Others will be available online with open access worldwide, providing the authoritative content that has long been needed to bridge the gap between evolutionary biology and medicine.

ASU Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

Employment Verification Statement

ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

Background Check Statement

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

Fingerprint Check Statement

This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.

Instructions to Apply

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.

[Apply to job](#)

[Send to friend](#)

[Save to cart](#)

[Post to my Social Network\(s\)](#)