University of Wisconsin - Madison

Position Vacancy Listing

PVL # 83199

Please Note: A change was made to this position announcement on 08/12/15

Working Title:
Managing Director - Center for Sustainable Nanotechnology

Official Title:
ASC DIR, UNSPEC (9)(M95FN)

Degree and area of specialization:
Minimum of Ph.D. in Chemistry or closely aligned field required. Preference will be given to candidates with demonstrated experience managing large multidisciplinary centers.

Minimum number of years and type of relevant work experience:
Principal Qualifications:
A Ph.D. in chemistry or closely allied scientific field is required

Demonstrated leadership, communication, and team-building skills

Ability to manage complex, multidisciplinary projects

Two or more years of experience with management of complex scientific projects within a research institute, academic laboratory, national laboratory, or commercial organization.

Familiarity with the federal grant submission and reporting process of the National Science Foundation and other federal agencies.

Ability to address complex administrative and financial issues.

Demonstrated competence in managing large, complex budgets

Demonstrated ability to plan and coordinate large events at remote locations, such as annual center-wide meetings.

Demonstrated experience coordinating research projects involving many individual and institutional participants.

Principal duties:
20% With the Center Director and the CSN Executive Committee, ensure that the Center's strategic plan and mission are executed to achieve center goals. This will involve actively supervising, directing, and coordinating scientific research activities conducted by research staff and by undergraduate and graduate students at multiple institutions to maximize overall center productivity and to ensure good communication among researchers. This will involve interacting with >50 graduate student employees, undergraduate students, and student hourly workers at multiple institutions, and supervising 4 employees who report directly to the incumbent.

15% Establishing and implementing center-wide policies and procedures that will maximize the effectiveness of the center's scientific objectives and the associated education and outreach activities. Design, develop, and implement instructional training sessions for >50 graduate students and staff on laboratory safety, data management, intellectual property, and other center-wide procedures, including developing associated written instructional materials. Work with center personnel to develop new on-line courses and instructional activities that incorporate CSN research. As needed, provide direct instruction to graduate student employees, other CSN academic staff, undergraduate student employees, and volunteers on an informal or formal basis, as appropriate. Plan, develop, and implement social and educational activities for students. The incumbent will be interacting with graduate and undergraduate students on a daily basis.

15% Establishing and implementing center-wide policies and procedures that will maximize the effectiveness of the center's scientific objectives and the associated education and outreach activities. Design, develop, and implement instructional training sessions for >50 graduate students and staff on laboratory safety, data management, intellectual property, and other center-wide procedures, including developing associated written instructional materials. Work with center personnel to develop new on-line courses and instructional activities that incorporate CSN research. As needed, provide direct instruction to graduate student employees, other CSN academic staff, undergraduate student employees, and volunteers on an informal or formal basis, as appropriate. Plan, develop, and implement social and educational activities for students. The incumbent will be interacting with graduate and undergraduate students on a daily basis.

20% Oversee center-wide finances (including multiple sub-contracts) and develop financial plans for the center as needed. This includes managing a budget of $4M allocated between UW-Madison and additional subcontracted institutions and making financial recommendations to the Center's Executive Committee for approval.

10% Ensure that Center programs and activities are compliant with NSF Cooperative Agreement and with other federal/state regulations.

10% Interface directly with National Science Foundation personnel to meet reporting requirements and to highlight the center's success in research and in integrative activities including education/outreach, fostering technological innovation, broadening participation, and
professional development. Present workshops, training sessions, guest lectures and/or outreach presentations. This will include identifying high-impact scientific results and translating into language appropriate for NSF program managers and policymakers.

5% Produce annual reports, shorter highlights, and other public dissemination of CSN results and activities. This requires obtaining information from graduate students, employees, and faculty, and synthesizing complete reports that accurately represent the center’s scientific achievements.

5% Interface with Innovation Council members and other industrial stakeholders to foster university-industry collaborations and partnerships, including writing of proposals for industrially sponsored research programs.

5% Coordinate with External Advisory Board members to facilitate participation in CSN activities and coordinate recommendations.

5% Coordinate center-wide travel for annual meetings and site visits.

5% Contribute to writing of proposals for internal and external funding.

Additional Information
For additional information on the Center for Sustainable Nanotechnology, please go to http://susnano.chem.wisc.edu

A criminal background check will be conducted prior to hiring.

*************************

Department(s): L&S/CHEMISTRY
Full Time Salary Rate: Minimum $72,814 ANNUAL (12 months) Depending on Qualifications
Term: N/A
Appointment percent: 100%
Anticipated begin date: OCTOBER 01, 2015
Number of Positions: 1

TO ENSURE CONSIDERATION
Application must be received by: SEPTEMBER 15, 2015

HOW TO APPLY:
Please submit a letter of interest, curriculum vita and 3 references referring to PVL 83199 to Dennis Reece at the Department of Chemistry, University of Wisconsin-Madison, 1101 University Ave., Madison, Wisconsin 53706-1322. To guarantee full consideration, all materials must be received by August 24, 2015.

Questions about the position can be directed to:
Dennis Reece Phone: 608-262-1486
1101 University Ave Fax: N/A
F Daniels & Jh Mathews Chem Bl Email: dreece@chem.wisc.edu
Madison, WI 53706-1322

If you need to request an accommodation because of a disability you can find information about how to make a request at the following website: http://www.oed.wisc.edu/478.htm

NOTE: Unless confidentiality is requested in writing, the names of applicants must be released upon request. Finalists cannot be guaranteed confidentiality.

UW-Madison is required by law to request data from applicants for employment in order to monitor its recruitment and selection practices. In order for us to meet this federal reporting requirement, please go to http://www.oed.wisc.edu/reports-and-forms.htm to fill out the Voluntary Self-Identification of Disability Form and the Applicant Self-Identification Form for Protected Veterans. Please reference the Position Vacancy Number when uploading your completed forms. Completing these forms is voluntary and your responses will be kept confidential and is not considered as part of the hiring criteria.

UW-Madison is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified individuals to apply.

Feedback, questions or accessibility issues: ohrwebmaster@ohr.wisc.edu