July 15, 2016

Assistant Director Position Announcement

University of Missouri

Office of Undergraduate Research (www.undergradresearch.missouri.edu)

Assistant Director – Position #20388.

Apply at http://hrs.missouri.edu/find-a-job/staff/index.php

Click on "view staff jobs for prospective employees".

**Summary**: Coordinate, initiate, and promote faculty-mentored research opportunities for undergraduates at the University. Assist the Director of Undergraduate research in the administration of campus-wide undergraduate programs and programs specifically related to the life sciences. Serve as point person for student contact and assessment/data coordination.

**Detailed Description**

* Conduct undergraduate research presentations and workshops to general student audiences, specific academic programs, freshman seminars, residential communities, and classes regarding undergraduate research involvement and skill building in accordance with the Office of Undergraduate Strategic Plan.
* Promote undergraduate research opportunities through recruitment/admissions activities, Summer Welcome, Freshman Interest Groups, outreach to faculty and academic advisors, publications, and office web site.
* Hire, train, organize, and host on-going professional development for a team of 10 undergraduate research ambassadors to aid in promotion efforts.
* Plan, coordinate, and direct spring and summer campus-wide undergraduate research conferences involving 400+ students, including call for abstracts, supervising staff and student assistants, promotional efforts, abstract book, and mentor awards.
* Organize annual Undergraduate Research Day at the State Capitol for the MU campus, including student nominations, budget, advising and preparation for 20-30 students, creating event abstract book, and collaborating with the Director of Governmental Affairs and other system offices.
* Manage MU Summer Research Program serving 100+ interns from more than colleges and universities including recruitment, student experience, faculty collaboration, program assessment, and educational and social programming (30+ events).
* Administer the Life Science Undergraduate Research Opportunity Program for MU student interns, including recruitment, application, selection, faculty-committee coordination, and programming.
* Direct the Freshmen Research in Plant Sciences (FRIPS) recruitment, application, selection process, faculty-mentor matching process, and program coordination and assessment.
* Provide logistical and administrative support for the Undergraduate Visual Art & Design Showcase.
* Create, and disseminate point-in-time and on-going quantitative and qualitative assessment, evaluation, and reporting for all Office of Undergraduate Research programs and events.
* Counsel students on undergraduate research opportunities, plans of action, and personal, professional, and academic development through individual advising appointments.
* Supervise 2-4 Office of Undergraduate Research student staff members.
* Assist in the management of the Office of Undergraduate Research educational technology, website, and social media accounts through collaboration with Web Communications.
* Participate in the national dialogue on undergraduate research by staying abreast of developments in the field (both assessment and evaluation results and innovative programming at other institutions), attending regional and national conferences/meetings, presenting workshops at conferences, and networking with other colleagues at other institutions, faculty, and students.

**Preferred Qualifications**

1. Five years experience in higher education working with faculty and undergraduate students.
2. Advanced educational degree. Background in sciences is helpful.
3. Excellent oral presentation skills, ability to prepare and conduct workshops/presentations to a variety of audiences.
4. Excellent written communication skills, including writing articles, newsletters, manuals, memos, and promotional pieces.
5. Ability to juggle multiple projects and responsibilities and set priorities in a fast-paced environment.
6. Demonstrated leadership and superior customer service skills.
7. Experience in evaluation/assessment and research methodology, including preparing human subject approval forms.
8. An understanding of higher education and the role of research and undergraduate education in the mission of a public research university.
9. Ability to find avenues to promote programs and opportunities (experience with public relations including traditional and social media).
10. Computer programs: Microsoft Office Suite, specifically Excel, InDesign, Adobe Publisher, and web design and maintenance experience.

**Application Materials**

* **Cover Letter**
* **Resume/CV**
* **Statement on the candidate’s philosophy of undergraduate research as it relates to student development and learning.**

**Posted Hiring Range:** $40,500 - $57,762

Shift: 8:00 am – 5:00 pm, with some evenings and weekends

Application deadline: Review of application materials will begin two weeks after posting date; however, applications will continue to be accepted through August 14th. Interviews are anticipated to occur in September.

Equal Employment Opportunity

The University of Missouri is an equal access, equal opportunity, affirmative action employer

that is fully committed to achieving a diverse faculty and staff. For more information, call the

Associate Vice Chancellor of Human Resource Services/Affirmative Action officer at 573-882-

4256. To request ADA accommodations, please call Human Resource Services at 573-882-

7976. TTY users, please call through Relay Missouri, 1-800-RELAY (735-2966) or en Español at 1-800-520-7309.