

Payroll Title: Academic Coordinator I
Working Title: Education Coordinator, CNS-UCSB
Job #JPF00185: <https://recruit.ap.ucsb.edu/apply>

The Center for Nanotechnology in Society at the University of California Santa Barbara (CNS-UCSB) invites applications for a 50-75% FTE Academic Coordinator I position, with the working title of Education Coordinator.

The CNS Education Coordinator will have primary responsibility for organizing education, outreach and communication activities sponsored by the Center for Nanotechnology in Society (CNS). Funded by the NSF and housed in the Institute for Social, Behavioral and Economic Research (ISBER) at UCSB, CNS is a NSF-designated national interdisciplinary research center that investigates historical contexts, R&D policy, and how a wide range of stakeholder groups – scientists and scholars, policy makers, industry, and the public – understand the societal implications of nanotechnology.

The Education Coordinator will assist the Director of Education in the planning, design, organization, and implementation of all aspects of the CNS Education and Outreach program, including: internal education programs for CNS participants, especially undergraduate interns, graduate students and postdoctoral researchers; public outreach programs addressing campus, local, national, and international audiences; program evaluation; and publicity programs.

To fulfill these responsibilities, the CNS Education Coordinator will collaborate with UCSB faculty, graduate and undergraduate students from the humanities and social sciences, physical and life sciences, and engineering disciplines, as well as the CNS Executive Committee and Staff. The Education Coordinator will need an understanding of the needs and goals of researchers from these diverse disciplinary traditions, and will partner with on-campus offices and organizations to best serve CNS participants. The Education Coordinator is expected to work independently with general direction from the CNS Director for Education, and in conference with the CNS Director and Assistant Director.

ESSENTIAL DUTIES:

Key responsibilities of the CNS Education Coordinator include:

Education Program:

- Collaborate with UCSB faculty and CNS leadership in planning of education program activities.
- Coordinate the CNS Seminar Series. Design and organize topics for seminars and workshops that integrate CNS Interdisciplinary Research Group (IRG) members, especially CNS Graduate Fellows, Graduate Student Researchers, and Postdoctoral researchers.
- Assess the effectiveness of education activities in terms of how they promote interdisciplinary exchange and develop new ideas for working group research and public information events.
- Organize CNS Graduate Fellows application and selection process, including interviews of applicants and participation in selection committee. Supervise orientation and engagement of Graduate Fellows and monitor their contributions and progress during the academic year.
- Organize undergraduate research intern application and selection process, including interviewing applicants and making selection recommendations to faculty and research mentors. Supervise orientation and engagement of Undergraduate Interns in summer INSET program (Interns in Science, Engineering and Technology), including the organization of weekly meetings and general socialization/supervision of interns during the 8 week summer program.

- Monitor CNS student and postdoctoral researcher progress through regular, periodic assessment. Distribute, collect and compile student, postdoc and mentor survey data for program evaluation.
- Conduct literature review of relevant areas of education in nanotechnology and its impact on society and how these relate to educational research, state and national policy, and outcomes from related academic and governmental initiatives.

Outreach Program:

- Coordinate the publicity for and documentation of CNS events and activities.
- Assist in the organization of events and other activities that engage the broader community with CNS research projects. Develop and facilitate public activities in collaboration with education staff from on and off-campus STEM education organizations, science and society organizations, and others

Administrative Operations:

- Collaborate with the CNS Director, Assistant Director, Education Director, and Executive Committee to create and implement a dynamic and regularly updated communication plan. Develop strategies for promoting CNS research, education, and outreach activities to CNS's stakeholder groups and identify channels for reaching audiences on campus, locally, nationally, and internationally.
- Prepare Education & Outreach Program data and reports as required for submission to the National Science Foundation. Maintain related databases.
- Assist in identifying new directions and potential funding sources for CNS Education, Outreach, and Communications programs. Assist in preparation of proposals to appropriate government agencies and foundations.
- Maintain program databases for student tracking and compilation of demographics of population taking part in CNS education and outreach.
- Work effectively as a team member with CNS staff in performing these job duties. The Education Coordinator reports informally to the CNS Director and Assistant Director.

Applicants must possess a Master's Degree in a relevant field (social sciences, science communication, or education). Ph.D. and experience working in public higher education preferred but not required. Excellent writing and public speaking abilities (to academic and general audiences) are essential. Knowledge of communication/media outreach methods and practices, and interest in the societal issues posed by new technologies preferred. Demonstrated competence in program administration, evaluation and writing is desirable.

Salary is dependent on qualifications and level of experience.

Interested candidates should apply for Job #JPF00185 here: <https://recruit.ap.ucsb.edu/apply>, and submit a cover letter highlighting relevant experience, a CV, a writing sample, and a list of at least three references to Monica Koegler-Blaha, Personnel Manager, ISBER, UCSB, Santa Barbara, CA 93106-2150 or monica@isber.ucsb.edu. Email submission is preferable.

Position open until filled; for primary consideration, please submit all materials by August 2, 2013.

The Department is especially interested in candidates who can contribute to the diversity and excellence of the academic community through research, teaching and service. **UCSB is an Equal Opportunity/Affirmative Action Employer.**