



Open Position: Program Manager for ADVANCE Institutional Transformation Site

Northeastern University is one of nine schools funded in the 2008 cohort of NSF ADVANCE Institutional Transformation (IT) funding. The title of the 5 – year Northeastern IT project is “Advancing Women in Interdisciplinary and International Networks.”

Position responsibilities include managing the day-to-day operations of the Northeastern ADVANCE IT program; organizing and planning activities and events for a variety of audiences; communication of project activities and outcomes through newsletters and annual reports; coordinating a team and managing an office staff that includes postdoctoral research associates and graduate students; development and implementation of surveys with the ADVANCE team and the collection and management of datasets. The program manager will have budgetary responsibility with the ADVANCE leadership team. A further responsibility includes coordination of planned survey efforts and associated documentation of survey results with the Office of Institutional Research and the Office of Affirmative Action and Diversity. Event planning will require coordination with several offices to avoid possible conflicts for other university, college and departmental planned activities. The Program Manager will be expected to collaborate with the PIs in strategic planning activities.

Qualifications: A PhD degree is preferred, but a Masters degree with significant experience in management of academic related projects is acceptable. Candidates must have the ability to interact well with faculty and academic administrators. Additional qualifications include the ability to work with a variety of groups in an academic setting; ability to provide creative outreach to faculty; experience with managing a team and supervising staff; strong written and verbal communication skills; experience with planning medium sized events; and the technical skills to maintain or oversee maintenance of the website; experience with faculty career development, institutional diversity initiatives, women’s advancement initiatives, multicultural work environments, or similar programs.

More information about the Northeastern University ADVANCE IT program is available at: <http://www.northeastern.edu/advance>. More information about the National Science Foundation and its ADVANCE activities is available at: <http://www.nsf.gov/advance>. Interested applicants should contact Sara Wadia-Fascetti at swf@neu.edu with questions. Applications should be emailed to advanceIT@neu.edu or mailed to the ATTN of Sara Wadia-Fascetti, Associate Vice Provost, 112 Hayden Hall, 360 Huntington Avenue, Northeastern University, Boston, MA 02115.