

**Assistant/Associate Director for Undergraduate Research
Michigan State University**

The Undergraduate Research Office at Michigan State University (MSU) advises students on how to find research and creative opportunities, prepares students to work effectively with mentors, awards research grants, and organizes research forums and workshops to support students' growth as researchers. The Assistant/Associate Director for Undergraduate Research will focus on overseeing and developing programs and new initiatives, outreach efforts, and managing staff, policies, and services related to supporting and advancing undergraduate student research.

The successful candidate will demonstrate success in project management, possess strong written and oral communication skills, be comfortable giving public presentations, and work both independently yet collaboratively towards unit efforts.

Duties and Responsibilities

Advising, Communication, and Outreach

- Advises students and develops programming on how to find and engage effectively in undergraduate research and creative opportunities
- Directs implementation, organizes outreach, and serves as technical lead for new university-wide Undergraduate Research Tracking platform for students and faculty mentors
- Cultivates and maintains strategic partnerships with advising offices, academic departments, admissions, and other units to advance university's undergraduate research efforts
- Oversees marketing and communication initiatives by managing website, supervising social media, and developing marketing materials (e.g., brochure, videos) for internal and external audiences
- Supervises management of the undergraduate student ambassador program, including selection, training, evaluation, and mentoring of student ambassadors
- Remains abreast of national trends related to undergraduate research and creative activity
- Attends and presents regularly at regional and national meetings and workshops (i.e., Council for Undergraduate Research)

Strategic Program Planning and Assessment

- Oversees strategic planning, implementation, and evaluation processes for two university-wide annual research forums (UURAF and MidSURE)
- Contributes to development and implementation of strategic plan for Undergraduate Research Office
- Assists the director with maintaining assessment plan for the Undergraduate Research Office

Administration and Supervision

- Serves on My Spartan Story (co-curricular record) Advisory Committee and Core Team
- Participates in University Communicators' Network
- Supervises graduate assistant, practicum students, student interns, and 12 undergraduate research ambassadors
- Represents the office to various constituents and committees
- Other duties as assigned for unit

Qualifications:

- Master's degree required

- Strong organization and time management skills
- Outstanding written and oral communication skills
- Be comfortable at giving public presentations to groups of people
- Experience with advising or working with college students.
- Demonstrate initiative, problem solving, and self-motivation

Required Application Materials

A complete application consists of a cover letter, CV, and contact information for three references.

Interested candidates should apply at <http://careers.msu.edu> and refer to posting #632226. Application closes on February 13, 2020.

Department website address: www.urca.msu.edu

Salary commensurate with experience.