Program Manager, Global Student Engagement

The American Chemical Society is seeking a dedicated and experienced professional for a Program Manager, Global Student Engagement to join their Education Division. This role will be key in developing and maintaining programs and resources for their international student members. This position will allow you to work within the ACS Student Communities team and across other ACS divisions, while engaging with international student communities and professors from across the globe.

Division and Unit Overview

The mission of the ACS Education Division is to serve learners and educators by building communities and supporting innovative, relevant, and effective chemistry education and professional development. The strategic objectives of the ACS Education Division reflect the responsiveness of the Division in fulfilling the vision, mission, and values of ACS and meeting the needs of the changing chemistry enterprise. Student Communities serves undergraduate and graduate student audiences in the chemical sciences with their educational and professional development by introducing them to ACS communities, programs and services, including those specifically developed for student members and ACS student groups.

Position Summary

The candidate will be responsible for leading day-to-day operations associated with ACS programming and resources for current and potential international student members, creating and sustaining community (internal and external to ACS), program development, and strategic oversight. Post-COVID, travel will be required (approximately 4-5 trips per year).

Work design: Works with team, independently, and under general direction from manager. Identifies and recommends solutions to a variety of routine and non-routine problems. Creative, strategic, collaborative, flexible, adaptable, and political approaches are essential in this position. Program administration will accompany the creative and strategic responsibilities.

Position Accountabilities

1. Responsible for strategic direction, growth, and evolution of the international student chapter program, in addition to its alignment and cohesion with the other audiences and programs under the umbrella of ACS Student Communities.
2. Create, encourage, and support the various student communities who are served by the office including undergraduate and graduate students. Create and support community among faculty advisors on a global scale.
3. Develop and facilitate training and other programmatic endeavors with teammates; leads the planning and coordination of specific events for international students, virtually and at ACS meetings, or through other curated meeting experiences in-country.
4. Engages students and faculty through frequent communication (email, web, etc.), a significant presence through multiple social media platforms, and by creating engagement tactics for enhanced interaction between students and ACS.

5. Connect and collaborate with members of the Education division, other units of the Society, ACS global teams, ACS international staff, and other professional societies to work intelligently and efficiently with other entities.

6. Plans and manages international student chapter program budget.

7. Develop, distribute, and administer grants and awards to international student chapters.

8. Evaluate the effectiveness of programs, products, and services that are offered through the office (and by other parts of the Society who cater to the same audiences) in order to propose changes, enhancements, or discontinuation.

9. Participates in other projects and endeavors as assigned/needed.

**Education/Experience/Technological Knowledge**

This position requires a Bachelor’s degree in Chemistry or related science, or equivalent experience. In addition, 8 years of experience is also required. Candidate must be comfortable with exploring new technology and able to learn it quickly; knowledge of or experience with project management, program development, and social media, and event planning. Other necessities include the ability to thrive in a team environment while also being able to work independently; strong interpersonal and relationship building skills, clear and concise writing and presentation skills. Cultural/global awareness and experience is highly desirable. Post-COVID, travel will be required (approximately 4-5 trips per year).


EEO/Minority/Female/Disabled/Veteran