

# Portfolio Manager, Student Experiences

## Division and Unit Overview

The mission of the ACS Education Division is to serve learners and educators by building communities and providing effective chemistry education products, services, and information. The Division provides programs and services for teachers and students from kindergarten through graduate school.

Project SEED is a high school summer research program designed for students from low-income households. Since 1968, over 11,000 students have paired with scientist mentors across the United States and Puerto Rico, learning about the scientific method, presenting their research, and receiving a stipend. ACS Project SEED staff work with the Committee on Project SEED to approve participating sites for funding, and facilitate the Virtual Summer Camp - a recent expansion of ACS Project SEED. ACS Scholars is a renewable scholarship program for African American, Hispanic, and American Indian undergraduate students studying and pursuing careers in chemistry-related disciplines. Since 1995, over 3,200 students have received scholarship funding, mentorship support, and networking opportunities.

The Portfolio Manager for Student Experiences oversees/runs Project SEED and ACS Scholars, ensuring that both programs meet annual cycle deliverables, developing direct reports, helping to design long-term strategy for both programs, serving as staff liaison for the Committee on Project SEED, and collaborating both across the Education Division, across ACS units, and externally. The Portfolio Manager is responsible for budgeting, leading collaboration efforts with the Office of Philanthropy for both programs, and collaborating to design/create technology infrastructure that supports program administration.

## Position Summary

The manager of Student Experiences oversees the ACS Project SEED and ACS Scholars team. Responsibilities include supervising staff that run the programs' processes and supporting relevant governance committees and subcommittees. The manager works closely with the ACS development office and ACS Finance to ensure the programs are properly funded and monies from donors are properly tracked and distributed. This role also collaborates with the Office of DEIR for advertisement and recruitment of applicants for both programs via relationships with partner organizations. The manager is responsible for collaborating with the ACS Bridge program to ensure continued engagement of Bridge Fellows with ACS. The manager looks to continuously improve processes and makes strategic decisions ensuring the programs better serve the community.

## Position Accountabilities

- Manages the overall operation, development, and assessment of the Student Experiences Office, including the ACS Scholars and Project SEED programs.
- Manages and develops the staff of the Student Experiences Office.
- Oversees the annual budget and resources for the Student Experiences Office.
- Explores and implements new strategies to increase tracking and engagement of Project SEED and ACS Scholars alumni
- Collaborates with ACS Bridge Program to increase engagement with ACS
- Serves as staff liaison to the Project SEED committee, a CMA subcommittee and serves as a representative of ACS interests within and outside of the Society.
- Facilitates communications and develops collaborations within the Society, across the chemical enterprise, and among related professional organizations.

## Required Experience

Advanced degree in a chemical science or equivalent experience is required.

Minimum of 8 or more years of relevant experience including 2 years or more experience in a lead or supervisor position including project, staff, and budget management. Strategic and creative thinking including experience with and/or knowledge of the higher education community and programs that advance communities traditionally underrepresented in higher education and career transitions.

**EEO/Minority/Female/Disabled/Veteran**

