

Job Title: Program Specialist

ACS Education serves learners and educators by building communities and providing innovative, relevant, and effective chemistry education and professional development resources, programs, services and information.

Position Summary

ACS Education is seeking an individual who can demonstrate initiative and reliability, provide superior team and project management skills, and explore and execute new ideas that will benefit the office's effectiveness while managing multiple priorities.

The project manager will develop, coordinate, and support the operations associated with ACS programming and resources that advance the career and professional development of students (graduate and undergraduate) and postdoctoral scholars. Work involves strategic planning, complex problem-solving, complex assignments, in-depth analysis, conceptual thinking and collaborating in teams.

Position Accountabilities

1. Develop, manage, and coordinate career and professional development programming for students (graduate and undergraduate) and postdoctoral scholars that support the continuum from education to career in the chemical sciences. This includes planning and execution of workshops (e.g. Career Kick-Starter, and Postdoc to Faculty) and collaboration with team members in the design, development and dissemination of programs, products, and services (e.g. Graduate & Postdoctoral Chemist Magazine, ChemIDP, ACS Bridge Project).
2. Contribute to the planning and implementation of initiatives (e.g. ACS Bridge) that promote/advance diversity and inclusion within chemistry graduate and postdoctoral education.
3. Collaborate with ACS Marketing to conduct market research and to support outreach to and engagement of students (graduate and undergraduate) and postdoctoral scholars.
4. Develop and provide input into strategic initiatives that foster career readiness of students (graduate and undergraduate) and postdoctoral scholars in the U.S. and abroad.
5. Collaborate with internal and external stakeholders via varied career and professional development forums (including articles, presentations, ACS on Campus) to disseminate information about ACS resources of students (graduate and undergraduate) and postdoctoral scholars and participates in special projects in ACS Education as they arise.
6. Contribute to survey analysis, and dissemination of results and recommendations.

Required Experience

M.S or Ph.D. degree in the chemical sciences is required; may have an advanced degree or equivalent experience. Strong interpersonal, analytical, written and oral communication and organizational skills are required. Editorial experience and superior customer service skills and experience in project management are preferred; 5+ years of experience. Occasional travel (including weekends) will be required (approximately 4-6 trips per year).

Please submit a cover letter and resume with your application.

EEO/Minority/Female/Disabled/Veteran