Assistant Director Graduate Studies is responsible for the following:

**Policies and Procedures:** Oversees review of program policies and procedures. Recommends, drafts, and implements departmental graduate program policies. Oversees student orientation, PhD qualifying exams, thesis conferences and defenses, and faculty votes on degrees. Develops reports and analyzes statistics pertaining to course development, teaching effort and student progress. Partners with Director of Undergraduate Education and Undergraduate Curriculum Committee as needed and in thinking about longer-term curriculum planning for CCB.

**Communication:** Manages all internal and external communication. Develops external communications strategy for program. Manages all published materials including graduate program web pages, newsletters, graduate program brochure, and GSAS student handbook.

**Outreach and Alumni Engagement:** Routinely benchmarks chemistry programs at our peer institutions to monitor external developments that may affect department or students and advises DGS. In partnership with Communications and Outreach manager, assists with development of an CCB alumni/ae network of former graduate students that promotes continued involvement in research and departmental activities; creates internship and job opportunities; and increases potential to raise gifts and promotes contributions to CCB and the University. Responsible for CCB's corporate recruiting program.

**Admissions and Recruiting:** Manages annual admissions process. Serves as admissions liaison among applicants, faculty, and University officials; advises Admissions Committee on departmental and University admissions policies; analyzes, interprets, and process applicants' files for review; compiles admissions data and prepares statistical analyses and reports; organizes department recruiting events and attends national conferences. Responsible for year-long review of program size as it relates to admissions.

**Diversity Recruitment and Experience:** Develops department's diversity recruiting and retention strategy efforts, including summer internship program. May help with finding appropriate labs and research mentors for undergraduate students. Attends conferences focused on graduate student recruitment. Partners with URM serving undergraduate institutions on recruitment strategies/visits/outreach.

**Student Engagement/Advising:** Oversees student progress toward degree to ensure students are in good academic standing and reports progress to the DGS. Advises approximately 170 graduate students in the Chemistry and Chemical Physics graduate programs on academic and career issues. Mentors graduate students: Assists first year students with group joining, acts as resource to faculty on graduate student issues and the advising of graduate students. Refers students to appropriate resources within GSAS. Acts as an advising resource for faculty and other academics regarding educational strategies and formats. Acts as primary source of information on graduate program requirements and procedures for students and faculty. Develops workshops and training programs, lecture series, and activities for graduate students.
Finance/Training Grant: Will work closely with DGS and other faculty members to create a first-time training grant for the Department and to manage this training grant. Works with CCB & RAS to ensure that funding opportunities for graduate students are communicated to department students and faculty. Works with faculty and Associate Director of Academic Affairs to assign TF appointments.

Additional Information

Chemistry and Chemical Biology is dedicated to building a diverse community of individuals who are committed to contributing to an inclusive environment - including fostering respect for all and welcoming individuals from diverse backgrounds, experiences, and perspectives. To learn more about the department’s mission, objectives, and core values, please visit our website here.

Harvard offers an outstanding benefits package including:

- Time Off: 3-4 weeks paid vacation, paid holiday break, 12 paid sick days, 12.5 paid holidays, and 3 paid personal days per year.
- Medical/Dental/Vision: We offer a variety of excellent medical plans, dental & vision plans, all coverage begins as of your start date.
- Retirement: University-funded retirement plan with full vesting after 3 years of service.
- Tuition Assistance Program: Competitive tuition assistance program, $40 per class at the Harvard Extension School and discounted options through participating Harvard grad schools.
- Transportation: Harvard offers a 50% discounted MBTA pass as well as additional options to assist employees in their daily commute.
- Wellness Options: Harvard offers programs and classes at little or no cost, including stress management, massages, nutrition, meditation and complimentary health services.
- Harvard access to athletic facilities, libraries, campus events and many discounts throughout metro Boston.

Working Conditions

- Work is performed in an office setting
- May be required to work nights and weekends

Schedule

This position is an on-campus presence position. Successful candidate may have the opportunity to work remotely 1 day a week during academic year but will be excepted to spend most of their time on campus and working directly with students, faculty and staff.

EEO Statement

We are an equal opportunity employer and all qualified applicants will receive consideration for
employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.

Basic Qualifications

• Bachelor’s degree or equivalent work experience required
• Minimum of 5 years’ relevant work experience

Additional Qualifications and Skills

• PhD in Chemistry or related field strongly preferred
• Knowledge of Microsoft Office Suite, advanced Excel skills
• Ability to work with students, student organizations, colleagues, clients and external organizations
• Communication skills (both written and verbal)

Physical Requirements

• Sitting using near vision use for reading and computer use for extended periods of time
• Lifting (approximately 20 to 30 pounds), bending, and other physical exertion

COVID Vaccine Policy

The University requires all Harvard community members to be fully vaccinated against COVID-19 and remain up to date with COVID-19 vaccine boosters, as detailed in Harvard's Vaccine & Booster Requirements. Individuals may claim exemption from the vaccine requirement for medical or religious reasons. More information regarding the University's COVID vaccination requirement, exemptions, and verification of vaccination status may be found at the University's "COVID-19 Vaccine Information" webpage: http://www.harvard.edu/coronavirus/covid-19-vaccine-information/.

Apply Here: https://www.click2apply.net/wydMR1SDD5bb6idnMigGnNPI168913903