Associate Director, Masters in Chemical Sciences (MCS)

Job Description Summary
The Associate Director for the Masters in Chemical Sciences (MCS) supports the School of Arts and Sciences’ strategic goal to deliver excellent, innovative academic programs that align Penn’s strengths in Chemistry with the needs of professional audiences seeking to advance their knowledge and careers in chemical sciences. With the Director of Graduate Programs in the College of Liberal and Professional Studies (LPS), he/she will develop and implement a plan to achieve the goals set by the Chair of Chemistry and the Chemistry Faculty Advisory Committee, and establish the means for measuring success. Primary outcomes: academic excellence, curricular and programmatic innovation, flexible delivery and smooth program operations, student achievement and satisfaction, enrollments and revenues.

Overview of LPS
The College of Liberal and Professional Studies in the University of Pennsylvania’s School of Arts and Sciences is dedicated to extending learning beyond traditional borders and engages a richly diverse population of intellectually capable students at many points in their lives. LPS programs include professional and academic programs (including study abroad and English language programs for international students and professionals), summer sessions, non-credit programs, workshops, and symposia. LPS programs all have a foundation in the arts and sciences. Each year LPS offers 600 credit courses for undergraduate and graduate, degree and non-degree students as well as non-credit courses focused on areas such as personal enrichment, professional development, and English as a second language.

Job Description
The Associate Director for the Masters in Chemical Sciences (MCS) supports LPS’s mission to deliver innovative education programs that meet the highest standards of excellence. The Associate Director is responsible for the program's maintenance, operations, enhancement and growth. S/he structures and runs the program to yield highly satisfied and successful participants while maintaining a robust and increasing enrollment of outstanding students, adhering to the high quality standards demanded by programs in the School of Arts and Sciences. S/he helps shape the vision for and recommends strategic goals for the program.

The position coordinates all aspects of program operations: planning and scheduling program events; arranging for access to University services and facilities for students; developing and implementing systems to communicate program information to prospective and current students; fiscal responsibility; and performing other activities as relevant. In collaboration with the LPS Director of Graduate Programs and the Enrollment Management staff, the Associate Director develops and implements systems, and coordinates logistics to support strategic recruitment, prospect management activities, and admissions for the MCS program. In collaboration with the PLE Marketing staff, the Associate Director develops and administers systems and resources to deliver program information to students, particularly through websites and web portals, documents and manuals, and special events and workshops. To ensure that LPS programs adhere to the highest standards of excellence, the Associate Director works with learning outcomes assessment plans, drafts annual assessment reports, and implements recommendations based on findings. The Associate Director reports directly to the Director of Graduate Programs and works closely with other members of staff in the LPS academic programs, enrollment services,
recruitment and admissions, as well as the Department and with other offices and departments in the University. The position supervises one Administrative Coordinator.

**Job Duties**
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**Qualifications**
M.S. in Chemistry and 4 years of experience required. Ph.D. preferred or equivalent combination of education and experience. Must have demonstrated ability to connect basic science with applications, and the preferred candidate will have some industrial experience. A minimum of 3 years' experience in academic administration in a University setting or equivalent in positions of increasing responsibility, a proven record designing and delivering successful, rigorous continuing education or graduate programs as measured by multiple criteria (academic excellence, student success and satisfaction, enrollment and revenue growth). Outstanding oral and written communication skills, demonstrated ability to interact with professional students, and work successfully as part of a team, and familiarity with trends in scientific research, goal oriented. Able to work some evenings and weekends. Preferred: Success in writing proposals for grants and developing and managing special programs. Knowledge of current trends in continuing and professional education. Excellent communication skills both oral and written.

A resume and cover letter are required at application.

**Working Conditions/Physical Effort**
Office, library, computer room
Alternative work schedules
Typically sitting at a desk or table.
Occasional lifting 25lbs or less

**Job Location - City, State**
Philadelphia, Pennsylvania
Department / School
School of Arts and Sciences

Pay Range
$59,703.00 - $113,435.00

Affirmative Action Statement
Penn adheres to a policy that prohibits discrimination on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status, or any other legally protected class.

Special Requirements
Background check required after a conditional job offer is made. Consideration of the background check will be tailored to the requirements of the job.

University Benefits
- Health, Life, and Flexible Spending Accounts: Penn offers comprehensive medical, prescription, behavioral health, dental, vision, and life insurance benefits to protect you and your family's health and welfare. You can also use flexible spending accounts to pay for eligible health care and dependent care expenses with pre-tax dollars.
- Tuition: Take advantage of Penn's exceptional tuition benefits. You, your spouse, and your dependent children can get tuition assistance here at Penn. Your dependent children are also eligible for tuition assistance at other institutions.
- Retirement: Penn offers generous retirement plans to help you save for your future. Penn's Basic, Matching, and Supplemental retirement plans allow you to save for retirement on a pre-tax or Roth basis. Choose from a wide variety of investment options through TIAA and Vanguard.
- Time Away from Work: Penn provides you with a substantial amount of time away from work during the course of the year. This allows you to relax, take vacations, attend to personal affairs, recover from illness or injury, spend time with family—whatever your personal needs may be.
- Long-Term Care Insurance: In partnership with Genworth Financial, Penn offers faculty and staff (and your eligible family members) long-term care insurance to help you cover some of the costs of long-term care services received at home, in the community or in a nursing facility. If you apply when you're newly hired, you won't have to provide proof of good health or be subject to underwriting requirements. Eligible family members must always provide proof of good health and are subject to underwriting.
- Wellness and Work-life Resources: Penn is committed to supporting our faculty and staff as they balance the competing demands of work and personal life. That's why we offer a wide variety of programs and resources to help you care for your health, your family, and your work-life balance.
- Professional and Personal Development: Penn provides an array of resources to help you advance yourself personally and professionally.
- University Resources: As a member of the Penn community, you have access to a wide range of University resources as well as cultural and recreational activities. Take advantage of the University's libraries and athletic facilities, or visit our arboretum and art galleries. There's always something going
on at Penn, whether it’s a new exhibit at the Penn Museum, the latest music or theater presentation at the Annenberg Center, or the Penn Relays at Franklin Field to name just a few examples. As a member of the Penn community, you’re right in the middle of the excitement—and you and your family can enjoy any of these activities for free.

• Discounts and Special Services: From arts and entertainment to transportation and mortgages, you'll find great deals for University faculty and staff. Not only do Penn arts and cultural centers and museums offer free and discounted admission and memberships to faculty and staff. You can also enjoy substantial savings on other goods and services such as new cars from Ford and General Motors, cellular phone service plans, movie tickets, and admission to theme parks.

• Flexible Work Hours: Flexible work options offer creative approaches for completing work while promoting balance between work and personal commitments. These approaches involve use of non-traditional work hours, locations, and/or job structures.

• Penn Home Ownership Services: Penn offers a forgivable loan for eligible employees interested in buying a home or currently residing in West Philadelphia, which can be used for closing costs or home improvements.

• Adoption Assistance: Penn will reimburse eligible employees on qualified expenses in connection with the legal adoption of an eligible child, such as travel or court fees, for up to two adoptions in your household.

To learn more, please visit: https://www.hr.upenn.edu/PennHR/benefits-pay
To apply, visit https://apptrkr.com/2514692