

## Vacancy Announcement

### Program/Research Manager, CCAS ADVANCE Initiative Position #E99538

#### Background

The Council of Colleges of Arts and Sciences (CCAS, [www.ccas.net](http://www.ccas.net)) is a national higher education organization of baccalaureate degree-granting colleges of arts and sciences. Membership in CCAS totals nearly 500 higher education institutions whose representatives are approximately 1,600 deans, associate deans, and assistant deans. The organization, hosted by the College of William and Mary, includes Research, Master's, and Baccalaureate institutions, with heaviest representation among the Research and Master's institutions. A key component of the CCAS mission is to provide professional and leadership development for arts and sciences deans and department chairs. Through a recently awarded grant from the National Science Foundation's ADVANCE program, a program that seeks to increase the representation of women faculty in the science, technology, engineering, and mathematics (STEM) disciplines, CCAS is partnering with an established leadership development program of documented effectiveness, the University of Washington's ADVANCE-funded Leadership Excellence for Academic Diversity (LEAD), to infuse STEM gender equity content into its existing professional development programs for deans and department chairs. Sought for this four-year (2009-2013) project is a Program/Research Manager who will manage the day-to-day operations of the CCAS ADVANCE Initiative and provide leadership in the integration of gender equity content into CCAS's professional development programming.

#### Position description

The successful candidate for the position of the CCAS ADVANCE Program/Research Manager will be a doctorally-qualified individual with an understanding of STEM gender equity issues. This individual will serve as a liaison between LEAD and CCAS personnel; assist in the adaptation of LEAD's best practices into CCAS's professional development programs; plan, organize, and participate in the CCAS professional development activities impacted by this project; acquire the knowledge and skills to train CCAS workshop leaders in gender equity content; develop and/or augment "instructor's manuals" for CCAS's workshops for New Deans and Department Chairs; and compile and/or generate gender equity materials and resources for workshop participants. This is a full-time, twelve-month exempt position. The Program/Research Manager will be based in the College of Natural and Health Sciences at the University of Northern Colorado, reporting to the CCAS ADVANCE Initiative's Principal Investigator and Dean Denise Battles and the Director of UNC's Mathematics and Science Teaching Institute, Steven Anderson. Continuation in the position is subject to satisfactory performance as determined by these individuals.

#### Position responsibilities

- Acquire expertise in the LEAD practices, techniques, and activities to be adapted by CCAS
- Provide training to CCAS personnel on and oversee the integration of gender equity content into targeted CCAS professional development programs
- Work with CCAS personnel on the planning, implementation, and delivery of professional development programs relevant to the ADVANCE initiative

- Develop and/or compile gender equity resources and materials for use by CCAS workshop leaders and participants
- Travel to participate in training, CCAS professional development programs, and project dissemination
- Participate in the administration of the ADVANCE grant budget
- Participate in CCAS ADVANCE project leadership meetings, maintain records of meeting discussions and decisions, and monitor follow-up on meeting decisions
- Help organize and participate in meetings of the CCAS ADVANCE Initiative's External Advisory Board
- Work with CCAS Executive Office personnel on the recruitment of participants in professional development programs
- Participate in the generation of project reports and dissemination of project results, including professional presentations and publications
- In coordination with the CCAS Executive Office, develop and maintain the CCAS ADVANCE Initiative website
- Other duties as assigned

### **Qualifications**

- Completed doctoral degree by the position start date in an area relevant to the CCAS ADVANCE Initiative
- Understanding of equity and ethnic and gender diversity issues in the higher education arena
- Ability to travel, including to the various locations throughout the continental U.S. or Canada that serve as venues for CCAS's professional development programs
- Strong organizational skills, including ability to prioritize and handle multiple projects simultaneously
- Excellent interpersonal, oral, and written communications skills
- Ability to work independently
- Experience in project management
- Willingness to take initiative
- Ability to interact effectively with people from diverse backgrounds, including deans, department chairs, faculty, staff, and individuals from underrepresented groups
- Appreciation for and understanding of the academy; experience in a faculty role is desirable

### **Salary and Benefits**

Salary is commensurate with qualifications and experience. Benefits available include health, life, and dental insurance, as well as a selection of several defined contribution retirement programs. Dependents and spouses of UNC Employees who are employed as 0.5FTE or above are entitled to and eligible for Dependent Tuition Grants. These tuition grants will cover in-state tuition charges. Further requirements may exist. Other benefits may be available based on position.

**Requested Start Date:** as soon as possible, but preferably by October 1, 2011

### **Application Materials, Contact, and Application Deadline**

Screening of applicants will begin on August 10, 2011 and will continue until the position is filled. Interested persons should apply online at <https://careers.unco.edu> and select "View/Apply for Administrative Positions" then choose "Program/Research Manager." The application documents to be submitted online are the letter of application/cover letter responding to the position qualifications, a current *curriculum vitae*, and the names, email addresses and phone numbers of three references who have agreed to be contacted. In addition to the material provided online, please send graduate school transcripts (unofficial transcripts are acceptable at this point) to: Dr. Denise A. Battles, Chair Search and Screen Committee, University of Northern Colorado, College of Natural and Health Sciences, Campus Box 134, University of Northern Colorado, Greeley, CO 80639.

### **Contact Information/Search Chair**

Dean Denise A. Battles, College of Natural and Health Sciences, Campus Box 134, University of Northern Colorado, Greeley, CO 80639, 970-351-2877, [denise.battles@unco.edu](mailto:denise.battles@unco.edu)

### **Additional Requirements**

Satisfactory completion of a background check, educational check, and authorization to work in the United States is required after a conditional offer of employment has been made. The successful candidate must submit original transcripts within one (1) month of hire.

### **Location and Environment**

The University of Northern Colorado is a Doctoral/Research University enrolling 12,000+ graduate and undergraduate students. The university, founded in 1889, is located in Greeley, Colorado, which has a growing population of 80,000 and is situated an hour north of Denver and 30 miles east of the Rocky Mountains. Further information about UNC and the City of Greeley is available at <http://www.unco.edu>.

### **Additional Information**

This position is contingent on funding from the National Science Foundation, approval by the Board of Trustees, and subject to the policies and regulations of the University of Northern Colorado. Federal regulations require that the University retain all documents submitted by applicants. Materials will not be returned or copied for applicants.

The University of Northern Colorado is an equal opportunity/affirmative action institution that does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation or veteran status. For more information or issues of equity or fairness or claims of discrimination contact the UNC AA/EEO/Title IX Officer at UNC Human Resource Services, Campus Box 54, Carter Hall 2002, Greeley, CO 80639, or call 970-351-2718.