University of Illinois - Institute for Genomic Biology
Coordinator of Outreach Activities
Extended Search

To help plan, implement, and carry out the outreach activities of the Institute for Genomic Biology in coordination with the Director of Development & Outreach and IGB leadership, as well as staff, faculty, and friends.

Major Duties and Responsibilities:
Coordinate activities with the Director of Development & Outreach, IGB leadership, business office, communications, IT, and facilities teams, and community members to successfully help educate the various audiences for each of the outreach activities. Assist to identify vendors, identify people to provide content, shop for supplies, set up and tear down, with registration, troubleshoot, follow up. Work with appropriate constituents to brainstorm, develop, implement, and follow-up outreach activities to help educate different groups about DNA, genes, genomes, evolution, and IGB research.

- Help develop a budget
- Help write content for an event website
- Brainstorm for ideas to reach new audiences.

Raise the awareness of the transformative research taking place at the Institute and to facilitate the interaction between IGB and the greater community. Activities include programs for elementary children through mature adults. Work closely with IGB staff, faculty, and friends to maximize outreach and public engagement for the IGB and university.

Education:
Bachelor degree required, preferably in the sciences; Master degree preferred.

Experience:
Demonstrated experience coordinating activities, programs, and/or events to educate children and adults. Excellent verbal, written and interpersonal communication skills. Experience representing an organization. Ability to maintain sensitive and confidential information.

Knowledge Requirements:
Preferred: Knowledge and/or interest in the sciences and genomics. Basic knowledge of higher education administration.

Salary will be commensurate with experience and qualifications. This position is a 12-month, 100% time academic professional appointment with regular University benefits. The proposed starting date is negotiable after the close date. Please create your candidate profile at http://jobs.illinois.edu and upload your letter of interest (including email address), resume and contact information for three professional letters of reference by April 18, 2014. Applicants may be interviewed before the closing date; however, no hiring decision will be made until after that date. All requested information must be submitted for your application to be considered. For further information regarding the application procedures, you may contact Kim Johnson, kljohns@illinois.edu.

The University of Illinois is an Equal Opportunity/Affirmative Action Employer. The administration, faculty and staff embrace diversity and are committed to attracting qualified candidates who also embrace and value diversity and inclusivity, www.inclusiveillinois.illinois.edu.