OUTREACH ACTIVITIES MANAGER
Carl R. Woese Institute for Genomic Biology
University of Illinois at Urbana-Champaign

Description: To plan, implement, and follow-up on the outreach activities of the Carl R. Woese Institute for Genomic Biology in coordination with the Director of Engagement & External Relations, as well as IGB leadership, staff, faculty, students, and friends.

Major Duties and Responsibilities:
- Work with appropriate constituents to brainstorm, develop, implement, and follow-up on outreach activities to help educate different groups about DNA, genes, genomes, evolution, and IGB research.
- Develop educational content at the appropriate levels for various audiences, including elementary age and middle school children, high school and college students, and mature adults.
- Translate the technical understanding of genomic science for professionals, such as judges, clinicians, and business leaders, to applications in their respective fields.
- Teach professionals at either the pop science or technical levels for continuing education credit.
- Coordinate activities with the Director of Engagement & External Relations, 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.
- Provide oversight and direction to the Outreach and Communications Specialist.
- Identify vendors and people to provide content, shop for supplies, set up and tear down, help with registration, troubleshoot, and follow-up.
- Manage and monitor budgets.
- Write and edit outreach activities materials.
- Teach content to the activity’s audience and/or volunteers.
- Other duties as assigned.

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

Education: Ph.D. required, preferably in the life sciences.

Experience Required: 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 in the sciences and genomics.

Knowledge Preferred: 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 March 11, 2016. 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 conducts criminal background checks on all job candidates upon acceptance of a contingent offer.

Illinois is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as a qualified individual with a disability, or criminal conviction history. Illinois welcomes individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity. (www.inclusiveillinois.illinois.edu).