VISITING EDUCATION COORDINATOR

Carl R. Woese Institute for Genomic Biology

University of Illinois at Urbana-Champaign

Description: To provide content development, review, management, and analysis for outward-facing education efforts that support the research mission of the Carl R. Woese Institute for Genomic Biology.

Major Duties and Responsibilities:

• Create and review curriculum for educational programs for external audiences, including Massive Open Online Courses (MOOCs), tailored genomics courses for professional fields and organizations, and community engagement activities for diverse audiences;
• Coordinate outreach activities as required by grant agencies;
• Collect data for research projects and participate in data analysis;
• Analyze data from past programs to evaluate impact for future course creation;
• Support STEM outreach programs and makes recommendations to increase program success;
• Plan for and conducts needs assessments and thorough studies related to interactive learning, concentrated on research efforts;
• Engage in design, management, implementation, and evaluation of outreach activities such as curriculum development, module development, and science outreach activities, as well as design of evaluation programs;
• Ensure program leads have information to make informed, data-driven decisions for content creation;
• Design effective systems to track assessment, feedback, and results of engagement programs;
• Work directly with faculty, students, and staff for organizational and logistical decisions

Education:

Required: Masters in genomics, biology, education, or related field. Alternate Master’s degree fields will be considered with equivalent experience depending upon the nature and depth of the experience as it relates to this position.

Preferred: PhD in genomics, biology, education, or related field.

Experience:

Required: At least three years of applicable experience working with analytical principles and practices, and workforce management as it relates to STEM.
**Preferred:** Experience in interacting with faculty to produce engagement programs accessible to a wide audience.

**Knowledge required for the job:**

- Proficient in standards, principles, practices, and processes related to STEM
- Must possess excellent verbal communications, interpersonal, organizational, and teamwork/leadership skills
- Demonstrated ability to perform with a professional demeanor in a diverse and fast-paced work environment consisting of multiple and changing priorities, under minimal supervision
- Knowledge of Microsoft Office Suite
- Attention to detail is essential
- Sounds judgment and strong decision-making skills

Salary will be commensurate with experience and qualifications. This position is a visiting 12-month, 100% time academic professional appointment with regular University benefits. Position may become regular position at a later date depending on funding and programmatic need. 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 June 13, 2017. 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 Jacinda King, jjking@illinois.edu.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.

The University of Illinois is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply. For more information, visit [http://go.illinois.edu/EEO](http://go.illinois.edu/EEO). To learn more about the University’s commitment to diversity, please visit [http://www.inclusiveillinois.illinois.edu](http://www.inclusiveillinois.illinois.edu)