Outreach Activities Coordinator
Carl R. Woese Institute for Genomic Biology
University of Illinois at Urbana-Champaign

Primary Position Function/Summary: To plan, implement, and follow-up for the outreach activities of the Carl R. Woese Institute for Genomic Biology in coordination with the Outreach Manager, as well as the IGB leadership, staff, faculty, students, and stakeholders. Raise the awareness of the transformative research that takes place at the IGB 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.

Major Duties and Responsibilities (detailed job duties):

- Work with appropriate constituents to brainstorm, develop, implement, and follow-up on outreach activities to help educate various groups about DNA, genes, genomes, evolution, and IGB research. Write and edit outreach activities materials. Instruct professionals at either the pop science or technical levels for continuing education credit. Teach content to the activity’s audience and/or volunteers.
- Create new outreach events and activities to bring science education to the community including underserved populations, identify vendors and people to provide content, shop for supplies, set up and tear down for outreach events and installations, help with registrations, troubleshoot and follow-up.
- Develop educational content at the appropriate levels for various audiences, including elementary age and middle school children, high school and college students, graduate student and postdoctoral research and professionals and mature adults.
- Other duties as assigned.

Position Requirements and Qualifications:

Education:
Required: Ph.D degree in a STEM field
Preferred: Ph.D in science

Experience:
Required: Two years of demonstrated experience coordination activities, programs, and/or events to educate children and adults.

Knowledge, Skill, and Abilities: Excellent verbal, written and interpersonal communication skills. Ability to maintain sensitive and confidential information. Knowledge in the sciences and understanding of genomic. Preferred- Basic knowledge of higher education administration.

Environmental Demands: Most work performed in an office setting; however, travel to interviews and events at other locations may be required. Any physical demands may be ameliorated by the use of adaptive equipment.

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.

To apply for this position 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 15, 2019. 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, jkking@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. To learn more about the University’s commitment to diversity, please visit http://www.inclusiveillinois.illinois.edu.