Outreach and Partnership Coordinator

Carl R. Woese Institute for Genomic Biology

University of Illinois at Urbana-Champaign

PRIMARY POSITION FUNCTION/SUMMARY:

The Outreach and Partnership Coordinator will develop and implement outreach programs and support the industrial partnerships at the Molecule Maker Lab Institute (MMLI) at the University of Illinois at Urbana-Champaign. The MMLI is an NSF Artificial Intelligence Institute for Molecular Discovery, Synthetic Strategy, and Manufacturing.

DUTIES AND RESPONSIBILITIES:

- Support the education, outreach, and workforce development activities of the MMLI (75%)
  - Work closely with members of the Education and Workforce Development thrust to develop, implement, and evaluate outreach strategies for the MMLI, both locally and virtually to reach a broad audience.
  - Lead the coordination of the Education and Workforce Development thrust, which includes fostering collaborations, creating action plans and timelines, establishing goals, roles, and responsibilities.
  - Lead the planning, execution, and evaluation of select outreach activities, including the Molecule Maker Camp and the Molecule Make-a-Thon.
  - Support the MMLI Student and Postdoc Council.
  - Collaborate with other outreach partners on campus, such as the IGB Outreach Office, the Beckman Institute, and the Carle Illinois School of Medicine, in addition to community partners.
  - Responsible for writing and developing content for press releases, annual reports, websites, social media, etc. for the MMLI education, outreach, and workforce development activities.

- Assist with the MMLI Industrial Partnership Program (25%)
  - Collaborate with campus partners, including the IGB Business Office and Sponsored Programs Administration, to ensure smooth onboarding of new members.
  - Track and document details regarding membership status, execution of membership agreements, invoices, non-disclosure agreements, etc.
  - Provide recommendations to the Managing Director and Director on perspective partners to fill gaps within the MMLI.
  - Lead the planning, execution, and evaluation of quarterly meetings with industry partners.
  - Support the Managing Director and Director in executing the MMLI Seed Grant Program.

POSITION REQUIREMENTS AND QUALIFICATIONS:

Education:

- Required: Bachelor’s degree in chemistry, computer science, education, or related STEM field of study. Alternate degree fields will be considered if accompanied by
equivalent experience, depending upon the nature and depth of the experience as it relates to this position.

- **Preferred:** Master’s degree in chemistry, computer science, education, or related STEM field of study. Alternate degree fields will be considered if accompanied by equivalent experience, depending upon the nature and depth of the experience as it relates to this position.

**Experience:**

- **Required:** Minimum 2 years progressively more responsible experience in an academic or professional research setting in one or more of the following areas: educational programming for STEM, project/program management, science communication, or related field.
- **Preferred:** 3 or more years of relevant experience in one or more of the following areas: educational programming for STEM, project/program management, science communication or related field.

**Knowledge, Skills, and Abilities:**

- Excellent oral and written communication skills. Strong organizational skills. Possess strong interpersonal and relationship-building skills. Ability to work collaboratively and cross-functionally with internal and external partners. Ability to work independently and take initiative.

**SALARY AND APPOINTMENT INFORMATION**

This is a full-time Civil Service classification position appointed on a [12]-month service basic. The expected start date is as soon as possible after the close of the search. Salary will be commensurate with experience.

**To Apply:**

Applications must be received by **January 13, 2022**. Apply for this position using the “Apply for Position” button below. If you have not applied before, you must create your candidate profile at [http://jobs.illinois.edu](http://jobs.illinois.edu). If you already have a profile, you will be redirected to that existing profile via email notification. To complete the application process:

Step 1) Submit the Staff Vacancy Application.

Step 2) Submit the Voluntary Self-Identification of Disability forms.

Step 3) Upload the following documents:

- cover letter
- resume (months and years of employment must be included)
- academic credentials (unofficial transcripts or copy of diploma may be acceptable) for all degrees attained (if you want to specifically spell out bachelor’s, master’s, and doctorate degrees here, you can)
- names/contact information for three references
In order to be considered as a transfer candidate, you must apply for this position using the “Apply for Position” button below. Applications not submitted through this website will not be considered. For further information about this specific position, contact Celine Young at 217-365-4228. For questions about the application process, please contact 217-333-2137.

The University of Illinois is an Equal Opportunity, Affirmative Action employer that recruits and hires qualified candidates without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability or veteran status. For more information, visit http://go.illinois.edu/EEO.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer. As a qualifying federal contractor, the University of Illinois System uses E-Verify to verify employment eligibility. The University of Illinois System requires candidates selected for hire to disclose any documented finding of sexual misconduct or sexual harassment and to authorize inquiries to current and former employers regarding findings of sexual misconduct or sexual harassment. For more information, visit Policy on Consideration of Sexual Misconduct in Prior Employment.