

Associate Director Office of Postdoctoral Affairs, New York University, New York NY

The Office of Senior Vice Provost for Research at New York University seeks an Associate Director for the newly-created Office of Postdoctoral Affairs. OPA will be jointly overseen by the Program Director of the Post-Doctoral Program at the NYU Langone School of Medicine and the Office of the Senior Vice Provost for Research.

The Associate Director of the Office of Postdoctoral Affairs (OPA), enhances the role of the departments and schools in implementing policies and procedures related to the appointment, roles, requirements and responsibilities of all postdoctoral appointees in the respective departments and areas. Areas in which the office provides assistance and oversight of compliance with the University policies include: appointments; policy administration; support functions and training programs as required by the federal government.

The Associate Director is charged with promoting the visibility and role of the Office of Postdoctoral Affairs by fostering better integration of postdoctoral fellows with the goal of significantly enhancing the postdoctoral experience at New York University. This will be accomplished by addressing the needs and professional development of the postdoctoral appointees; nurturing training and career development; encouraging interaction among postdoctoral appointees on an academic, cultural and social level; acting as an advocate for postdoctoral appointees; representing the postdoctoral population and their interests by providing information and assistance on recruitment, appointment, orientation, policies, employee relations (assist HR). Additionally, the Associate Director will manage inquiries and requests from postdoctoral scholars, staff and faculty members; liaise on behalf of constituents both within university office as well as external organizations; develop and monitor compliance with a program for training in the responsible conduct of research as mandated by the federal government, and serve as an information clearinghouse and resource. Associate Director will be responsible for RCR training, which includes developing workshops and training materials for compliance with the federal responsible conduct of research requirements. The AD will also have the role of data analyst for the Senior Vice Provost for Research to track trends and prepare reports on research-related activities at the Washington Square Campus.

Requirements:

A Master's degree with a minimum of six years experience or more progressively responsible experience, preferably a supervisory management position in academic administration or an equivalent combination, Doctoral degree preferred;

Possess in-depth knowledge of sponsored research administration including government regulatory compliance requirements for funded projects as mandated by the federal government ;

Flexible and have excellent interpersonal, analytical, organizational and problem solving skills

Possess superior computer and communication skills (both oral and written);

Be able to negotiate conflict and maintain constructive working relationships with people at all levels of an organization both inside and outside the University.

Have experience with career and/or academic counseling;

Be service oriented;

Work well both independently and in a group

Have a good sense of humor.

Salary is commensurate with experience. Please apply in confidence online, including salary history, resume and cover letter.

To Apply: Please follow this link:

<https://www.nyucares.com/applicants/jsp/shared/frameset/Frameset.jsp?time=1312478126977>

Position number 20092665