

PROGRAM MANAGER
CENTER FOR NANOTECHNOLOGY IN SOCIETY
AT ARIZONA STATE UNIVERSITY

The Center for Nanotechnology in Society at Arizona State University (CNS-ASU) seeks a Program Manager to organize and coordinate activities, programs, and projects for the Center for Nanotechnology in Society (CNS) at Arizona State University and provide staff support to the Center's Director. Will work independently to achieve objectives outlined by the Director. Duties include: Serving as a liaison between the Center and the university and external community to facilitate program objectives and to provide information; coordinating and conducting grant and other fundraising activities; conducting research and analysis; writing reports, proposals, letters and other communications; managing the daily operations of the office, including but not limited to; scheduling people, facilities, and services for CNS activities, purchasing, project management, ordering and maintaining office equipment, and hiring and supervising staff and students; managing CNS budget; developing and organizing events of varying size and complexity; managing information flow within the office; developing and maintaining CNS web site; developing and managing CNS media outreach strategy; managing selected CNS projects. Includes some travel. See www.asu.edu/asujobs Job Opportunity # **11479**.

MINIMUM QUALIFICATIONS: Bachelor's degree in a related field and five years administrative/coordinative program experience; OR, Master's degree in field appropriate to area of assignment AND three years administrative/coordinative program experience; OR, any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

DESIRED QUALIFICATIONS: Evidence of effective communication skills. Demonstrated research experience. Experience: writing proposals and reports; coordinating events of various size and complexity; managing complex projects; coordinating fundraising activities; supervising office operations; developing and managing budgets; scheduling facilities and services; working with media; developing and maintaining web sites. Supervisory experience. Demonstrated knowledge of: issues in science and technology policy; computer applications (e.g., spreadsheets, databases, word processing, presentations, html).

GENERAL INFORMATION: The Center for Nanotechnology in Society at Arizona State University is a project of the Consortium for Science, Policy and Outcomes (CSPO). The CNS-ASU has been funded for five years, now in year two, with the opportunity for a five-year extension. It is a national and international focal point for studying societal aspects of emerging nanotechnologies. More information about CNS is available at cns.asu.edu or cns@asu.edu and about

CSPO at www.cspo.org. The work environment will be dynamic, demanding, and fast-paced; it presents a challenging opportunity for involvement in projects that could impact the community. Some evening and weekend work, and some travel, may be involved.

BACKGROUND CHECK STATEMENT: ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications.

STANDARD STATEMENT: Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 63,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

Arizona State University is an Equal Opportunity/Affirmative Action employer

CLOSE DATE: August 3, 2007

INSTRUCTIONS TO APPLY: Application deadline is 11:59pm Arizona time on the day indicated. Complete required information and attach cover letter, resume, writing sample, and the names, addresses and phone numbers of three professional references. **REQUESTED MATERIAL MUST BE IN ONE ATTACHMENT.** Only electronic applications for **Job Opportunity #11479** through www.asu.edu/asujobs are accepted for this position. If you need assistance applying for this job, please contact our customer service center at 480-965-2701.

ASU does not pay candidates for travel expenses associated with interviewing, unless otherwise indicated by the department at the time of call for interview.