



Assistant Director, Undergraduate Research Opportunities Program (UROP) Georgia Institute of Technology

Deadline Date: Applications will be reviewed upon receipt. The position will remain open until filled.

The Institution: The Georgia Institute of Technology is one of the nation's top research universities, distinguished by its commitment to improving the human condition through advanced science and technology. Georgia Tech's campus occupies 400 acres in the heart of the city of Atlanta, where more than 18,000 undergraduate and graduate students receive a focused, technologically based education. The Institute offers many nationally recognized programs. Undergraduate and graduate degrees are offered in the Colleges of Architecture, Engineering, Sciences, Computing, Management, and the Ivan Allen College of Liberal Arts. Georgia Tech is consistently ranked in U.S. News & World Report's top ten public universities in the United States. The environment is fast-paced and the culture is one that rewards entrepreneurship and innovation. Visit www.gatech.edu for additional information.

Position Overview: This full-time position is charged with planning and implementing programs for undergraduate researchers, promoting and informing Georgia Tech students about the benefits of undergraduate research, monitoring program statistics and learning outcomes, and designing new support programs. The position reports to the Director of Undergraduate Research.

Major Responsibilities Include (but are not limited to):

- 1) **Oversight and promotion of Research Option program** including working with departments, planning for thesis writing classes, development of strategies to support students pursuing the Research Option, hosting of information sessions, and recruitment.
- 2) **Further development of UROP workshop series** including annual mentoring workshops, information sessions, and graduate student mentoring support network. Develop funding mechanisms to broaden offerings and quality, with the possible expansion to a certificate-based award program.
- 3) **Coordinate regular program statistics and assessment**
- 4) **Lead academic review of applications for President's Undergraduate Research Award**
- 5) **Assist in hosting of UROP Spring Symposium and future workshop/conference efforts**
- 6) **Direct conceptualization of website content**, particularly faculty and mentoring resources and information on research opportunities.

Other possible responsibilities, depending on experience and interest, include work with the Student Advisory Board, instruction of thesis writing course, work with the undergraduate research journal, proposal writing, and fundraising.

Qualifications: The position demands outstanding interpersonal and communication skills, especially the ability to work effectively with students and faculty. Required qualifications include a Master's Degree. Preferred qualifications include experience with undergraduate research, academic program administration, and higher education. A Ph.D. is preferred.

Salary and Benefits: Salary will depend upon terminal degree and level of experience. The Institute offers an excellent fringe benefit package as well as a challenging and rewarding work environment. The position will hold General Faculty rank and benefits.

Application:

Please send the following electronically to Dr. Karen Harwell, Director, Undergraduate Research, at karen.harwell@carnegie.gatech.edu, including "UROP Asst Director" in subject line of e-mail:

- A cover letter
- Resume/CV
- Names, titles and contact information (including e-mail addresses) for three references.