

# Science Careers

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**ScienceCareers**

FROM THE JOURNAL SCIENCE AAAS

[ScienceCareers.org](http://ScienceCareers.org)



ADVANCING SCIENCE. SERVING SOCIETY

### Who We Are

The American Association for the Advancement of Science (AAAS) is an international non-profit organization dedicated to advancing science for the benefit of all people. AAAS is a culture steeped in history, but adaptive to change and new ideas. We recognize the hard work of our employees and encourage the development of our staff. Our colleagues represent an array of expertise from scholarly publishing to digital marketing, educational research to government relations, all with a shared focus on mission. At AAAS, you are part of a talented team, dedicated to advancing science and serving society.

### Work With Us

We have an exciting full-time opportunity for a **Director, Center for Education and Workforce Programs**. The Director leads this AAAS Center in supporting the AAAS mission, with an emphasis on advocating for and contributing to higher quality comprehensive science, technology, engineering, and mathematics (STEM) education to achieve a scientifically literate public and a diverse STEM work force. Programs in the Center will reflect the interests and objectives of the AAAS membership and Board of Directors.

As leader of the Center, the Director is responsible for: strategic planning and intellectual direction of all programs; the policies under which they operate; the advancement of programming through the AAAS membership and other partners; annual budgeting and grant oversight; solicitation of funding; and hiring, staff development, and supervision.

### Essential Duties and Responsibilities

- Providing strategic leadership to the entire Center, ensuring that all programs: (1) are aligned with AAAS strategic goals and its annual operating plan; (2) have set the appropriate annual goals and performance metrics; (3) have the resources to attain their goals; (4) are effectively managed; and (5) effectively support the desired culture of AAAS
- Developing strategic priorities, policies, long range goals, and annual objectives for the Center and ensuring that all STEM educational and workforce programs support the strategic goals of AAAS
- Overseeing functional areas having operational, financial, and staff management responsibilities
- Managing a small number of direct reports but having oversight for up to 30 individuals. Two-thirds of the Center's operating budget is currently derived from external grants, and this funds some staff whose time is fully supported by grants
- Working effectively as a member of the AAAS senior management team, having impact on AAAS policy, vision, and strategy
- Engaging membership to advance the Center's vision and goals
- Identifying and developing income in support of the Center's programs – including funding from government sources, foundations, the public and private sectors, and revenue from programs
- Collaborating with other internal AAAS departments on any activities related to STEM education and workforce policy
- Supporting AAAS Board Committees
- Collaborating with other professional organizations with similar goals in the US and internationally; representing AAAS in the STEM education and workforce community; and serving as a AAAS ambassador in this area

### Key Requirements

- Ph.D. in a science discipline, science education, or a closely related field, with a record of scholarly publication
- Broad understanding of and experience with current STEM education and workforce policies and practices
- Experience interacting with program officers in foundations and federal agencies
- Track record of obtaining grant funding and managing grants, and particularly a familiarity with regulations regarding federal grants
- Track record of leadership in this area, as a known and respected member of the STEM education and workforce community

### Application Process

Interested candidates should submit a resume, cover letter, and a four-page statement illustrating the relevance of their background to the mission and goals of the AAAS Center for Education and Workforce Programs by **June 5, 2017**.

In addition, the statement should include an overview of the applicant's specific expertise as it relates to the two focus areas of the Center: (1) diversity in STEM workforce, and (2) public science literacy, as well as strategic leadership experience directing a complex organization with multiple staff.

We will review all applications beginning June 5. If we think you might be a good fit for the role, we will contact you with next steps.

### Learn More

Visit <https://www.aaas.org/> to learn more about what we do.

Meet current staff and learn about our office culture on The Muse: <https://www.themuse.com/companies/americanassociationfortheadvancementofscience>

Find our latest job opportunities at: <https://www.aaas.org/page/employment-aaas>

*AAAS is an EO Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sexual orientation, gender, gender identity, national origin, age, disability, veteran status, or other protected category. AAAS uses E-Verify to confirm the employment eligibility of all newly hired employees.*