POSITION DESCRIPTION

Assistant Dean, Graduate School Postdoctoral Initiatives Office

WHO WE ARE

The central advocate for all research-based graduate programs at the University of Minnesota, the Graduate School is dedicated to the advancement of consequential knowledge.

WHAT WE DO

We’ve been entrusted with fostering diversity, maintaining quality standards, providing guidance and counsel, and facilitating dialogue across a broad array of critical and relevant research disciplines.

WHO WE SERVE

Our diverse and vibrant community of students and scholars is essential to our work, but ultimately our goal is to equip these individuals to lead, collaborate, develop new ideas, and address complex challenges in ways that advance academia, industry, our region, and the global society.

WHY WE’RE DIFFERENT

As Minnesota’s only research institution, we have over 170+ distinct programs in both thriving metropolis and idyllic outstate locations. Our students enjoy an unmatched breadth, depth and caliber of opportunity for interdisciplinary study, community impact, practical application, and compelling scholarship.

The Graduate School is an advocate for knowledge, taking on an integral support role to the research based graduate programs, scholars, and students at the University of Minnesota. Promoting forward-looking dialogue around contemporary issues of significance. Ensuring quality education. And advancing equity and diversity to shape generation after generation of thought creators and change agents.
The Graduate School is seeking exceptional candidates for the position of assistant dean with oversight responsibility for the Graduate School Postdoctoral Initiatives Office. This is a 12-month, 25%-time annually renewable appointment (UMN job code 9313) held concurrently with a University of Minnesota tenured faculty position. The assistant dean will support the vice provost and dean of graduate education in advancing excellence in graduate education and postdoctoral research and training, and is responsible for activities and initiatives directly related to postdoctoral enrichment and professional development. The assistant dean reports to the vice provost and dean of graduate education and is a member of the Graduate School’s leadership team. The start date is negotiable between May and end of summer semester 2018.

POSTDOCTORAL INITIATIVES

As part of the Graduate School’s leadership team, the assistant dean shapes the strategic vision for the Office of Postdoctoral Initiatives and advocates for the interests of the more than 775 postdoctoral researchers and scholars at the University of Minnesota. The assistant dean oversees all administrative aspects of the office, including advancing postdoctoral training and professional development; representing postdoctoral policy issues with all levels of faculty and administration; and maintaining close relationships with graduate faculty and collegiate administration to enhance postdoctoral training and preparedness for successful research careers in academia, industry, government, and other employment sectors.

The assistant dean provides the postdoctoral community with advocacy, mentoring, training, information and resources; oversees the development and implementation of services and programs to enhance and support postdoctoral professional and career development; helps build a sense of community among postdoctoral scholars; and serves as a resource to the University’s affiliated research labs and all system campuses.
MAJOR RESPONSIBILITIES

• Serve as an advocate for postdoctoral issues and concerns across the University system, including with faculty, administration, and governance bodies. In coordination with Graduate School and other University administrative offices and in collaboration with faculty and postdocs, develop and implement postdoctoral policies, and communicate policy issues and their implications to the University community.
  o Conceive, develop, and deliver orientations and related programming to new postdoctoral scholars—to create and maintain a welcoming environment and to provide postdocs with the information and resources they need to succeed and thrive during their time at the University.
  o Collaborate with the Office of Human Resources (OHR), colleges and departments to ensure postdoctoral appointments are in accordance with University policies, and that these policies are communicated to all postdocs, mentors, and administrators.
  o In coordination with OHR, develop and offer annual evaluation templates for postdocs to ensure compliance with University and federal policies.
  o Collaborate with OHR to research and develop a postdoctoral handbook.
  o Serve as the Graduate School’s liaison to the Postdoctoral Association (PDA), and meet regularly with PDA leadership to identify and address key areas of interest and concern for postdocs across colleges, departments, programs, and campuses.
  o Research, develop, and deliver information and resources to postdocs and faculty (in-person and online) on best practices in postdoctoral mentoring (e.g. Individual Development Plans, regular performance reviews).
  o Research and develop curriculum. Collaborate with the Graduate School’s director of faculty and interdisciplinary initiatives and the director of graduate student academic and professional development to deliver postdoc workshops and seminars on career and professional development, services and support needs, grant writing, communications, conflict resolution, responsible conduct in research, and job search resources.
  o Assist with the development and delivery of programs to recognize research excellence within the postdoctoral community.
  o Attend local, regional, and national meetings (NPA, NIH) on postdoctoral affairs as a representative of the University. Investigate potential postdoctoral opportunities and emerging trends pertaining to the needs of the postdoctoral community.
  o Actively promote and support diversity, equity, and inclusion in all areas of postdoctoral training.
  o Assist with the development of programs to support networking, data sharing, and broad partnerships within the postdoctoral community, and with internal and external units and stakeholders.
- Oversee the budget for the Office of Postdoctoral Initiatives.

- Advise and support the vice provost and dean of graduate education on the wide range of issues affecting postdoctoral scholars' progress and success, and take on additional assignments to accomplish the mission of the Graduate School and the Office.
  - Assist with strategic planning, preparation of written communications and public presentations for the dean's office; recommend story ideas and collaborate with the Graduate School’s strategic communications coordinator to ensure relevant stories about postdocs are publicized. Develop content related to postdoc support and advancement for the Graduate School’s website and other communications (e.g., collegiate annual reports, accountability report).
  - Develop and submit grant proposals to a wide range of funding agencies and organizations (public and private external entities) and internal University funding sources in support of postdoc training and development initiatives.
  - Regularly attend and present the Graduate School’s initiatives related to postdoctoral scholars at committee meetings and with key stakeholder groups (e.g., Senate Committee on Educational Policy, Graduate Education Council)

- Serve as liaison with graduate programs and colleges in order to encourage consistency in the quality of postdoc support.

- Keep abreast of issues related to the concerns and needs of postdocs.

- Attend relevant national and regional meetings (e.g., Council of Graduate Schools, Big Ten Academic Alliance), and present on work related to advancing graduate education and postdoc support.

- Represent the Graduate School and postdoc interests through memberships on various boards and ad-hoc committees.

- Regularly collaborate with system-campus vice chancellors for graduate education.

- Evaluate the success of initiatives based on regular collection of feedback from key constituents; adjust and revise programming and initiatives based on feedback.

- Assign appropriate tasks (e.g., scheduling meetings, website content maintenance, assistance with communications and data collection and analysis, event logistics) to support staff.

- Fulfill additional leadership responsibilities assigned by the vice provost and dean, which may include a wide range of academic administrative roles to advance the Graduate School’s strategic goals for graduate education and postdoctoral research and training, as outlined in the Graduate School’s Strategic Plan.
REQUIRED QUALIFICATIONS

- Must currently hold tenured faculty status at the University of Minnesota, with eligibility to advise postdoctoral associates and fellows and serve on committees.
- Knowledge of government and University policies and procedures related to postdoctoral scholarship.
- Understanding of post-baccalaureate education and the unique position of postdocs at the University and in the national context.
- Demonstrated record of actively promoting and supporting diversity, equity, and inclusion.
- Excellent communication skills, including superb writing, editing, and presentation skills and oral, written and interpersonal communication skills.
- Demonstrated strengths in communicating effectively with multiple and diverse constituencies.
- Demonstrated ability to work collegially and collaboratively across organizational boundaries; to build effective working relationships with multiple and diverse constituents; and to listen, advise, and manage conflict.
- Proven strengths in planning, time management, and problem-solving.
- Demonstrated ability to work effectively in ambiguous situations and to be versatile and adaptable in navigating complex environments.
- Ability to prioritize work with competing deadlines and to complete work within tightly constrained timelines.

PREFERRED QUALIFICATIONS

- 3 years of experience in an academic administrative or project management role.
- Demonstrated success acquiring external grants.

APPLICATION AND NOMINATION

Individuals wishing to nominate tenured University of Minnesota faculty for this position should submit a letter of nomination and a brief statement of the nominee’s qualifications for the position.

Tenured associate or full professors wishing to be considered for this position should send a letter of application addressing how your record meets the stated qualifications, along with a curriculum vitae and contact information for three professional references.

All nomination and application materials should be submitted by email to Etty DeVeaux at edeveaux@umn.edu.
Applications will be reviewed by a search committee beginning the week of April 9th, and will be accepted until the position is filled. All nominations and applications will be held confidential and will not be made public without permission of applicants.

The University of Minnesota shall provide equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.