

ASSOCIATE DIRECTOR – Department of Astronomy, University of Maryland, College Park

The Department of Astronomy at the University of Maryland, College Park is seeking an Associate Director. This position reports directly to the Chair and is one of the two main administrative positions in the Department. The Associate Director has direct responsibility for several functions in the Department, including academic matters (student records, class offerings, teaching assignments, etc.), facilities (room assignments, renovation projects, etc.), personnel (appointments, contracts, visas, etc.), and supervision of the Department observatory, library, and website. The Associate Director represents the Chair at campus and external functions as appropriate. The Associate Director analyzes complex situations, advises courses of action, and independently handles other functions as designated by the Chair. The Associate Director must be familiar with all aspects of the Department, including those for which the Associate Director has no direct responsibility. This position provides administrative continuity during Chair and other Departmental transitions.

Minimum qualifications include a Masters in Astronomy or closely related field. A minimum of four years experience in academic administration is required, including a minimum of three years as a supervisor. Experience teaching astronomy at the university level (to serve as Department of Astronomy Director of Undergraduate Studies). Experience in astronomical research (for example, to be able to make recommendations for the appropriate salary and appointment level for research associates and research scientists).

Applicants should demonstrate strong interpersonal skills, excellent organizational abilities, excellent writing skills, an ability to see the "big picture" and to interpret this to others, a good sense of detail, and a strong sense of humor. Ability to work independently, but consult as appropriate. It is also highly critical to have someone who has sufficient stature to be recognized as speaking with authority for the Chair and the Department.

More extensive experience in a combination of academic and administrative positions is highly desired. Familiarity with university processes such as promotion and tenure, software programs, undergraduate and graduate student policies, as well as experience in outreach efforts and website operations is preferred.

Applications require a cover letter, resume and list of three professional references and must be submitted electronically at: https://jobs.umd.edu/applicants/jsp/shared/position/JobDetails_css.jsp?postingId=186419

For best consideration, applications should be submitted no later than January 27, 2013.