

Position Announcement
Joint Program Coordinator
Ecology and Evolutionary Biology Ph.D. Program (EEB) and
Applied Biodiversity Science Program (ABS)

The Ecology and Evolutionary Biology Ph.D. program (EEB) and the Applied Biodiversity Science program (ABS) at Texas A&M University are seeking a full-time joint Program Coordinator. This PhD-level coordinator position is a hub for the EEB and ABS programs. S/he will become a central communicator and facilitator for faculty, students, and the international network, and be engaged in the research and teaching missions of these programs. The position supports opportunities for research and professional development and is appropriate for postdocs. The position is based in the College Station campus.

EEB is an interdisciplinary program that offers a Ph.D. in the field of Ecology and Evolutionary Biology. We offer a world-class training program that incorporates many fields relevant to EEB, spanning from evolutionary genomics to animal behavior to landscape ecology. Our faculty and students are spread over 11 departments and seven colleges across Texas A&M University, bringing together a diverse array of perspectives in the study of EEB.

The ABS Program is a multidisciplinary graduate training program. ABS promotes integrative research in biological and social sciences applied to biodiversity conservation around the world, including the US, Latin America, and Africa. Faculty and students spread over nine departments and five colleges.

More about these two program at: <http://eeb.tamu.edu> and <http://biodiversity.tamu.edu>.

Qualifications – the Program Coordinator will have a foundation in the natural or social sciences and demonstrated experience with administrative and organizational tasks.

Minimum requirements:

- B.Sc. degree (PhD strongly preferred) in the social or natural sciences by the start date of the position.
- At least 2 years of administrative, management, or leadership experience.

The ideal EEB/ABS Joint Program Coordinator will have:

- Excellent interpersonal skills.
- Excellent organizational skills.
- Outstanding leadership skills.
- Demonstrated ability to work as part of multidisciplinary teams and in diverse cultural settings.
- Ability to communicate in Spanish is not required but is desirable.

Responsibilities — The Program Coordinator is a hub for the EEB and ABS programs. S/he will become a central communicator and facilitator for faculty, students, and postdoctoral researchers. The Program Coordinator will have a direct leadership role in both EEB and ABS Programs.

Specific duties include:

- managing day-to-day activities and information requests;
- grant writing;
- facilitating contacts with local and international partners;
- facilitating interactions among members;
- coordinating logistics for field courses and on-campus events;
- organizing and teaching orientation course for incoming EEB students;
- assisting the EEB Executive Committee with various tasks;
- supervising webmaster for design and updates to the websites;
- coordinating course schedules and enrollment;
- organizing outreach and recruitment activities;
- arranging interviews for applicants to both programs;
- tracking student progress;
- managing graduate applications;
- processing and reporting expenses;
- coordinating program assessment activities and compiling assessment data;

Application Process — Applications should include a letter of interest emphasizing a track record in multidisciplinary activities, administrative/management experience, relevant research, and how the candidate can contribute to the interdisciplinary mission of ABS and EEB. Include a complete Curriculum Vitae and list of two professional references. Applicants can apply here: https://tamus.wd1.myworkdayjobs.com/en-US/AgriLife_Research_External. Search for position “R-018558”

Inquiries about this position should be directed to:

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Jason Martina, EEB and ABS: jpmartina@tamu.edu

Lee Fitzgerald, Wildlife and Fisheries Department: lfitzgerald@tamu.edu

Application review will begin 22 April 2019 and will continue until position is filled.

What we offer

Salary commensurate with education and experience

Attractive benefits package.

Great community and work environment.

Opportunities for graduate level teaching and research engagement.

About the Community — Texas A&M University main campus is located in College Station, which is part of a metropolitan community of 200,000 people, including the city of Bryan. In addition to excellent health, education, and recreation services, the community affords a rich variety of cultural activities typical of a major university environment, including museums, music, art, and theatre. College Station is within easy reach of some of the most cosmopolitan cities in the US – about 90 minutes from Houston and its major international airport, and under 2 hours from Austin.

The Texas A&M University System is an Equal Opportunity Employer