

Assistant Director (Research Assistant Professor)
Northwestern University - Center for Advanced Material Systems and Simulation Global Collaboratory

We are seeking an Assistant Director for the Northwestern University Center for Advanced Material Systems and Simulation (CAMSIM) Global Collaboratory. This is a newly created center within Northwestern Initiative for Manufacturing Science and Innovation (NIMSI). NIMSI facilitates multi-disciplinary research and education initiatives associated with manufacturing across a broad spectrum that impacts both mass-production manufacturing, emerging hyper-customized and personalized manufacturing. The CAMSIM Global Collaboratory activities will include visitation of scientist programs, submission and management sponsored project, evaluation of proposed Collaboratory projects, and development of partnerships with external partners and companies.

The Assistant Director is a non-tenure track research faculty position. The position will have an appointment within the McCormick School of Engineering's Department of Mechanical Engineering, and will support the CAMSIM Global Collaboratory activity within NIMSI, a University Research Institute. We are seeking a passionate and collaborative Ph.D. holder with engineering background and administrative acumen to coordinate research and development efforts at the Center for Advanced Material Systems and Simulation Collaboratory. In so doing, the Assistant Director will play a prominent role in advancing Northwestern's goal of leveraging strengths in materials, computational tools, manufacturing processes and equipment, design, human-machine interface, nanotechnologies, logistics, and policy analysis to further innovative research. S/he will work closely with other faculty and leadership across Northwestern and CAMSIM Global Collaboratory partners, and enhance relationships with other external partners and companies.

The Assistant Director will have primary day-to-day responsibility for operations of the CAMSIM Global Collaboratory operations, strategic planning and implementation, research program management, communications, and outreach. *Operationally*, s/he will work closely with the director and leadership to ensure smooth and effective functioning of the AMSS Global Collaboratory. Responsibilities will include: leadership of staff and engineers; facilitating implementation of research programs; oversight of financial planning alongside Director coordinating with administrative support; translation of document between English and Chinese to facilitate communication; and assist with development of budgets for sponsored projects and internal activity. *Strategically*, the Assistant Director will collaborate with the faculty Directors to develop the vision and strategic plan for the Center while ensuring that the budget, staff and priorities are aligned with the Center's multi-dimensional global mission and the Collaboratory and University's strategy. S/he will also ensure that the organization operates in a manner that supports the strategy and mission of the Global Collaboratory, and provide leadership to staff in maintaining a motivated and efficient organization. The Assistant Director will coordinate relationships among internal offices and units at the University, as well as position the Collaboratory to enhance program development through external relationships. *Communications* responsibilities will center on the development and implementation of an integrated communication plan, including public relations/public outreach, cutting-edge website, noteworthy publications and presentations. Audiences will include external collaborators, faculty, senior leadership, and the the general public. S/he will oversee the management and support of numerous events which may be organized by the Collaboratory, faculty working and research groups, and/or student organizations.

The optimal candidate will should have: a basic understanding of computational methods and materials engineering; a Ph.D. in a related field; demonstrated leadership and excellence in organizational management with the proven ability to manage and develop high-performance teams; ability to create strategic objectives and lead implementation; strong written and verbal communication skills including the ability write and speak persuasively; knowledge of Chinese is a must; excellent analytical and abstract reasoning skills; confidence interacting with wide-variety of stakeholders; ability to maintain confidentiality and handle sensitive issues diplomatically; adept project management skills, including the ability to work under-pressure, prioritize, and meet deadlines; previous management experience in university environment is an advantage; interest in research, development, and sponsored program management.

Salary is commensurate with experience and credentials. This is a full-time, renewable appointment. Start date is ASAP. Please send a statement of interest, curriculum vitae and references to Wing Kam Liu, PhD, w-liu@northwestern.edu.

Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes, including veterans and individuals with disabilities. Women, racial and ethnic minorities, individuals with disabilities, and veterans are encouraged to apply. Hiring is contingent upon eligibility to work in the United States.