

Position Announcement
Joint Program Coordinator
Ecology and Evolutionary Biology Graduate Program and
NSF IGERT in Applied Biodiversity Science

The Ecology and Evolutionary Biology (EEB) Interdisciplinary program, and the Applied Biodiversity Sciences (ABS) doctoral training program, are seeking a full-time joint Coordinator to manage program affairs. The EEB faculty group integrates research related to the disciplines of ecology and evolutionary biology, and is on target to become an interdisciplinary PhD granting program in 2015. The EEB group consists of 80+ faculty members from thirteen departments and seven colleges. The ABS program, supported by a NSF-IGERT, is a multidisciplinary, international, doctoral training program. Faculty/student teams carry out integrative research in biological and social science approaches to biodiversity conservation at sites in Latin America, USA-Mexico trans-boundary region, and Africa. The ABS team consists of 20+ faculty members from nine departments and four colleges. About twelve members belong to both EEB and ABS.

The Coordinator will report to the EEB Chair and ABS Co-directors. The position will begin when filled, and last at least 5 years. **More about these two groups can be found at <http://eeb.tamu.edu> and <http://biodiversity.tamu.edu>.**

Responsibilities — The Coordinator position is a hub for the EEB and ABS program. S/he will become a central communicator and facilitator for faculty, students, and the international network. Duties include managing day-to-day activities and information requests; supervising design and updates to the website; coordinating course schedules and enrollment; organizing outreach and recruitment activities; managing graduate applications; arranging interviews for applicants to both programs; facilitating contacts with international partners; coordinating logistics for field courses and on-campus events; working to arrange internships at participating partner institutions; helping implement student recruitment strategies; tracking student progress; coordinating program assessment activities and compiling assessment data. The coordinator will also help implement new programs to increase undergraduate participation in ABS and EEB.

Qualifications — The Coordinator will be a Ph.D.-level or 5-year experienced social or natural scientist and have demonstrated experience with administrative and organizational tasks. Ability to work with faculty and students in interdisciplinary teams and in diverse cultural settings is paramount. The candidate should possess outstanding leadership skills as well as demonstrated success in communicating effectively with diverse groups. The ability to communicate in Spanish is desirable.

Application Process — Applications should include a letter of interest emphasizing a track record in relevant research, a complete Curriculum Vitae, and list of references. Materials should be sent by email attachment to both addresses listed below:

Donald Brightsmith
Department of Veterinary Pathology
E-mail: DBrightsmith@cvm.tamu.edu

Spencer T. Behmer
Department of Entomology
E-mail: s-behmer@tamu.edu

Screening will begin 15 September 2014, and applications will be accepted until the position is filled. Salary — Commensurate.

About the Community—

Texas A&M University is in College Station, part of a metropolitan community of 160,000 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