

Open Position: Program Manager

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BU Job Opportunity code 6840/H0211

We seek a program manager for several allied training and educational programs in the area of nano-bio science and engineering with connections to the Center for Nanoscience and Nanobiotechnology (CNN). The primary responsibility of the program manager would be to develop, implement, evaluate, and track the outcomes of training, education, and mentoring of three existing graduate student training programs. Additional available time would be to assist allied undergraduate and teacher training programs like REUs and RETs, seek new training grants, and assist in general program support for the Center.

The primary role for the program manager will be to oversee the training, mentoring, evaluation, and tracking for three existing fellowship programs, the NIH NCI Alliance *Cross-Disciplinary Training in Nanotechnology for Cancer*, the GAANN (*Graduate Assistance in Areas of National Need*) Fellowship program in Nanobiotechnology, and the NIH T32 in *Translational Research in Biomaterials*. These programs are slated to run for four more years starting in June 2011, not counting renewals. Each of these programs requires significant effort in new educational elements, for example our 'Cancer for Engineers' and planned 'Engineering Technology for Biomedical Researchers and Clinicians' short courses, and summer workshop series like our upcoming workshop, 'Cellular and sub-cellular nano-mechanics,' all generally outside the realm of standard course development. These training programs require detailed mentoring programs to be developed and implemented, career development elements, ethics beyond BU's Responsible Conduct of Research, survey and evaluation, and tracking trainee progress and outcomes, both in the short and long-term.

The program manager will also assist with future interdisciplinary training programs, such as a potential IGERT in the Photonics Center, and additional interdepartmental programs and their reporting requirements like RETs and REUs. Finally, a secondary role of the program manager will be to support CNN activities that bring together faculty and students to advance collaborative research. These tasks include planning and running our annual Nanomedicine retreats, our seminar series and scheduling visitors and faculty candidates.

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