



Assistant Director of Education & Administration, Cancer Center

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 Main Campus - Long Island, NY

 Full time

 Posted Yesterday

 JR215

Worker Type:

Regular

Job Description:

Position Description: Cold Spring Harbor Laboratory (CSHL) is seeking a skilled educational administrator to serve as Assistant Director of Education and Administration for the Cancer Center. The CSHL Cancer Center is a basic research facility committed to exploring the fundamental biology of human cancer and to training the next generation of leading cancer researchers. The Assistant Director of Education and Administration will work closely with the Cancer Center Associate Director of Education to develop and oversee Cancer Center education and training initiatives and will ensure such initiatives are coordinated with institutional education initiatives. In addition, this person will be responsible for evaluation and assessment of these initiatives and will assist with grant reporting requirements. This person will work collaboratively with other CSHL departments, divisions, and groups to coordinate joint training and trainee recruitment efforts that align with the strategic goals of the Cancer Center and the guidelines for the Cancer Center Support Grant. This person will co-report to the Cancer Center Associate Director of Education and the Associate Director of Administration.

Position Responsibilities:

- Planning, implementing, and evaluating Cancer Center educational events and initiatives.

- Managing the operation of the Cancer Center Scholars Postdoctoral Fellowship Program by soliciting applications for open slots, communicating with trainees and mentors, onboarding and offboarding trainees, establishing and scheduling committees for trainees, and tracking trainee compliance with requirements.
- Developing applications for and managing the operation of training grants (e.g., T32 awards).
- Acquiring, maintaining, and analyzing data related to outcomes and career success for Cancer Center trainees.
- Performing and analyzing assessments for Cancer Center educational programs.
- Developing, analyzing, and presenting data related to Cancer Center members, trainees, staff, events, and programs to formulate recommendations and satisfy reporting requirements for T32 and Cancer Center Support Grants.
- Coordinating meetings related to the oversight of Cancer Center educational efforts.
- Overseeing and tracking joint educational programs with the nearby Northwell Health medical system.
- Coordinating efforts to build new joint training programs with Northwell Health.
- Communicating opportunities for training and professional development to members of the Cancer Center community via campus announcements, flyers, and social media.
- Supporting nomination processes for trainee awards and fellowship opportunities.
- Working with CSHL's School of Biological Sciences, Postdoc Office, and Career Advancement and Scientific Engagement Office to develop joint Cancer Center-institutional educational and professional development events as well as materials to encourage and assist trainees with applying for external fellowships.
- Coordinating with CSHL's Director of Research Operations to ensure training and mentoring of early-stage faculty are in line with NCI Cancer Center guidelines.
- Working with the Cancer Center Associate Director of Education to coordinate completion of the sections of the Cancer Center Support Grant Renewal and Progress Reports related to educational efforts.
- Working with the Cancer Center Associate Director of Education to develop presentations summarizing the Cancer Center educational efforts.
- Partnering with other campus education administrators to develop trainee recruitment efforts including on-site and virtual symposia and presences at national conferences such as CABTRAC, SACNAS, and/or ABRCMS.
- Establishing positive relationships with educational leaders in other Cancer Centers and keeping abreast of educational news at other Centers by attending educational conferences (e.g., CABTRAC, ACCA) and working group meetings relevant to Cancer Center training and education.
- Representing the Cancer Center in campus and national presentations that highlight the Cancer Center's educational efforts.
- Developing and overseeing cancer-relevant public lectures in partnership with the CSHL Communications Department.
- Working with Cancer Center administrative staff on other projects as needed.

Position Requirements:

EDUCATION:

Required:

Education in the life sciences at the level of a Bachelors' degree.

Preferred:

Graduate-level degree in the life sciences

EXPERIENCE:

Required:

- Experience in higher education administration, program management, or a related academic, research, or scientific environment
- Experience with cross-functional collaborations with people in different departments and at different levels
- Experience with program evaluation, surveys, and data analysis

Preferred:

- Experience working in a Cancer Center or scientific administration
- Experience developing education and training programs for scientific trainees
- Experience with NIH training grants
- Experience developing and assessing education programs and workshops

SKILLS:

Required:

- Strong communication skills
- Strong organizational, problem solving, and analysis skills
- Ability to form positive working relationships with people in different departments and at different levels
- Familiarity with common administrative software programs such as Microsoft Office and Google Suite.

Preferred:

- Survey methodology
- Ability to travel to 1-4 national conferences per year

How to Apply: We invite passionate professionals committed to advancing cancer research through exceptional education and training programs that prepare the next generation of scientific leaders. With a supportive culture, professional growth opportunities, and a commitment to excellence, CSHL is a great place to grow your career – we encourage you to apply and join us! Please submit an online application here: [Apply Here!](#) Position 215. We look forward to reviewing your application.

Compensation and Benefits:

Our employees are compensated in many ways for their contributions to our mission, including competitive pay, exceptional health benefits, retirement plans, time off, and a range of recognition and wellness programs. Visit our CSHL [Benefits](#) sites to learn more. The salary range for this role is **\$67,000-\$100,000**. The salary range and/or hourly rate listed is a good faith determination of potential base compensation that may be offered to a successful applicant for this position at the time of this job advertisement and may be modified in the future. When determining a base salary and/or rate, several factors may be considered as applicable (e.g., years of relevant experience, education, credentials, and internal equity).

Environment: Cold Spring Harbor Laboratory is a world-renowned biomedical research institution in New York. It has shaped contemporary biomedical research and is the home of eight Nobel Prize laureates. Cold Spring Harbor Laboratory provides a highly dynamic and interactive research environment and also a unique opportunity of timely exposure to advances in various biomedical research fields and of interaction with a broad range of researchers from all over the world through its renowned Meetings and Courses program. We believe that science is for everyone and our researchers have a wide variety of backgrounds.

CSHL is an EO Employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or protected veteran status. VEVRAA Federal Contractor

For more information about CSHL, please visit us at www.cshl.edu.

About Us

Cold Spring Harbor Laboratory (CSHL) is a community of more than 1,100 scientific, academic, administrative and support staff hailing from more than sixty different countries throughout the world, working together to advance research and education in the biological and biomedical sciences. It's a stimulating and dynamic place to work, with cutting-edge research programs and science education and training at all career levels. From secondary education and enrichment programs run through the DNA Learning Center to the laboratories of our faculty and principal investigators, CSHL thrives by assembling a

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