

Job Title: Assistant Director

Division and Unit Overview

The mission of ACS Education is to serve learners and educators by building communities and supporting innovative, relevant, and effective chemistry education and professional development. The strategic objectives of ACS Education reflect the responsiveness of the Division in fulfilling the vision, mission, and values of ACS and meeting the needs of the changing chemistry enterprise.

Position Summary

This position serves as the Assistant Director of the Student and Postdoctoral Scholar Development (SPSD) group within ACS Education. The position directs and is accountable for results achieved through work teams within the SPSP Group group. This work includes current (i.e., ACS Bridge, Career Kickstarter, inChemistry, GP Chemist, ChemIDP, Postdoc to Faculty workshops, Careers in the Chemical Sciences, Get Experience, and other activities that serve students and postdoctoral scholars) and future programming informed by ACS strategy and priority. The position interacts and effectively collaborates with internal and external stakeholders on projects and partnerships that cultivate the personal and professional development of students (undergraduate and graduate) and postdoctoral scholars. This position is responsible for formulating and implementing strategies (working within ACS Education and cross-functionally) that enable and enhance engagement with ACS throughout the student and postdoctoral scholar experience and particularly during transition points. The position is also responsible for formulating and implementing strategies (working within ACS Education and cross-functionally) that explicitly connect these stakeholder groups to existing (and future) ACS PPS and initiatives. The position directs SPSP people management actions. The position participates in developing strategic and operational plans and objectives for both the SPSP Group and the Education Division and formulates strategies and tactics to meet objectives.

Work design: Responsible for the day-to-day output of a sub-section within a functional area. Exercises creativity, foresight, strategic thinking, and judgement in conceiving, planning, and delivering initiatives. Manages the implementation of existing principles and contributes to strategic policy decisions. Manages small work teams that perform tasks related to sub-section area. Provides direction to employees according to established policies and management guidance. Responsible for people management actions. Leads the development and implementation of multi-phased projects that are diverse in scope involving multiple functional areas. Drives organizational change taking full account of obstacles, opposition, and differing stakeholders. Maintains a deep understanding of the needs and trends within the communities served.

Position Accountabilities

1. Directs the activities of the SPSP Group and provides direct programmatic and strategic support where appropriate. This includes responsibility for budget development, oversight, and monitoring.
2. Directs SPSP people management actions including hiring, performance management, coaching, and development.
3. Formulates and implements strategies (working within ACS Education and cross-functionally) that enable and enhance engagement with ACS throughout the student and postdoctoral scholar experience and particularly during transition points, attending to strategic priority areas (i.e., community college students, the skilled technical workforce (STW), students from underrepresented groups) and strategic efforts (DEIR, the global chemistry enterprise).
4. Formulates and implements initiatives related to the professional and career development of students and postdoctoral scholars, emphasizing diverse career pathways. Represents ACS Education externally on matters related to professional and career development, as needed.
5. Provides leadership within the Division on divisional and Society-wide initiatives; this includes Society and Divisional priorities, program evaluation, employee engagement activities, technology prioritization activities, and performance management.
6. Supports relevant governance groups. Serves as liaison for special task forces and working groups upon request.

Education/Experience/Technological Knowledge

B.S. degree in the chemistry or chemical sciences required. Advanced degree in the physical sciences, education, or business sectors preferred; management experience in the education, business and/or non-profit sectors may be substituted for an advanced degree. Minimum of 7 – 10 years of relevant experience including 7 years of management experience. Demonstrated ability to lead and successfully manage people, processes, and projects. Skilled and effective cross-functional collaborator and communicator. Travel is required (approximately 6–10 trips per year).

This position will be primarily based in the Washington D.C. (or applicable) office. ACS employees work a hybrid work schedule, consisting of working onsite, three days per week. ACS employees are in the office on Tuesday and Wednesday with the third in-office day scheduled in consultation with the manager. While always welcome to work in the office, employees may work the other two days of the week from a location of their choice. New employees are immediately eligible for this hybrid work arrangement. ACS offers relocation assistance, if applicable.

EEO/Minority/Female/Disabled/Veteran