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**First-year Research Immersion (FRI) Program Assistant Director**

**Job Description:**

The First-year Research Immersion (FRI) program is the foundation of Binghamton University’s objective of giving every science and engineering major the opportunity to complete 2-3 course-based undergraduate research experiences (CUREs, high-impact learning practices), prior to graduation and at least one CURE early in their college career. The FRI program collaborates with every STEM department and many offices across campus utilizing a 3-pronged approach: a) the FRI provides a three-semester sequence of CUREs for each of ten interdisciplinary research streams for a total of 300 science and engineering first-year students each year, b) FRI assists with the transformation of current introductory and advanced lab courses to CUREs in collaboration with staff and faculty across campus, and c) FRI runs the Summer Research Immersion (SRI), a sequence of two intensive CUREs designed for students without research experience. Although involved in all of these aspects, the assistant director will be closely involved in the next phase of the FRI program which will involve a greater focus on program assessment and educational research studies to determine the features of linked CURE sequences that influence STEM persistence, and students’ self-efficacy, identity and professional skill development. The assistant director will play a key role in planning, overseeing and tracking results of the FRI and SRI programs as well as aid in imagining future program trajectories such as post-FRI and SRI experiences and program enhancements, which in turn will assist with overall recruitment, alumni relations, educational assessment and grant proposals.

**Summary of Responsibilities:**

* Oversight of FRI student recruitment and retention including collaboration with undergraduate admissions and oversight of the FRI student ambassador program
* Recruitment of SRI students and oversight of the general program structure
* Oversight of FRI course curriculum including preparation, revision and implementation of program wide course resources
* Aid in planning, implementation and assessment of enhancement of undergraduate peer mentor (UGPM) training programs in FRI and SRI
* Planning and implementation of FRI special events such as the university-wide public annual FRI poster session
* Planning, implementation, assessment and revision of post-program projects, events and placements
* Oversight and assessment of program social media accounts
* Aid in recruitment and mentorship of FRI Research Educators (assistant research professors in charge of FRI tracks)
* Aid in FRI and SRI program assessment, educational research studies, dissemination, and grant-proposal writing
* Collaboration with STEM departments and other departments across campus to fulfill above responsibilities
* Collaboration with campus and national CURE and FRI type program initiatives
* Miscellaneous activities in support of meeting goals of FRI program

**Requirements:**

Visa sponsorship is not available for this position

* Expertise in STEM, STEM education or related field. Preferably PhD, otherwise Master's degree.
* Minimum 2 years' experience in CURE teaching, STEM education, STEM education research, or STEM assessment.
* Experience in one more or more of these areas:
  + Undergraduate-level evidence-based STEM teaching pedagogy and curriculum development
  + Experience with design and implementation of Course-based Undergraduate Research Experience (CURE)
  + Experience with evaluation of programs focused on STEM education reform
* Demonstrated capacity for professional-level independence, perseverance and innovation, as well as the ability to work as part of a team.
* Strong project management skills, such as detail orientation and attentiveness to timelines
* Strong administrative skills and the ability to work collaboratively and effectively with administrators, faculty, students, and staff across all disciplines, programs and offices
* Excellent interpersonal, communication, and leadership skills

Preferred:

* PhD in STEM, STEM education or related field
* Proficiency with Microsoft Office Suite and Google Apps
* Experience with data analysis and writing that would contribute to assessment, reports and grant-proposals
* Knowledge of literature on institutional change, teaching evaluation, and diversity, equity and inclusion
* Experience in discipline-based education research within one of the STEM disciplines

**Application Instructions:**

All applicants must apply via Interview Exchange:  <http://binghamton.interviewexchange.com/candapply.jsp?JOBID=156999>

Deadline for Internal Applicants: January 3, 2023

Deadline for External Applicants:  Open until filled

Review of applications will begin immediately and continue until the vacancy is filled.

Please submit:

1. Cover letter (1 page maximum) telling us why you are interested in the position, why you feel you are qualified, and your contact information
2. Curriculum vitae
3. Contact information for three professional references