

Open position – Managing Director of MICCoM

An open position for a managing director is available at the University of Chicago and at Argonne National Laboratory at the Midwest Center for Computational Materials -- MICCoM (<http://miccom-center.org/>).

Major duties and responsibilities:

- Assist in the preparation of grant proposals (gathering budget information and progress reports from PIs, and preparing all documents for submission of renewals and reviews)
- Administration and maintenance (hand-coded HTML, CSS and PHP) of websites (news and events posts, publication updates, general revisions)
- Organization and planning of meetings
- Attending management team meetings
- Creation of e-newsletters
- Maintenance of team collaboration software (wiki, Confluence)
- Drafting of meetings minutes, letters of support, and all type of correspondence
- Tracking of grants/awards acknowledgements in publications
- Assist in the organization and coordination of events (conferences, symposia, workshops)
- Participation to financial meetings, financial tracking, approving of invoices
- Collection of the applications for opening positions within MICCoM and helping in the initial screening of candidates
- Other administrative duties as requested

Scientific background in physics, chemistry, engineering or materials science is a plus

The environment

The position will be hosted at the Institute for Material Engineering (IME), at the University of Chicago, and at Argonne National Laboratory under the supervision of Prof. Giulia Galli, director of MICCoM. IME offers a thriving intellectual environment, outstanding computational resources and facilities, and a very active and lively community.

Applications

Candidates should submit: 1) a full CV, including contacts for at least two references, and 2) a cover letter of intent to both gagalli@uchicago.edu and clethiec@uchicago.edu, with "MICCoM Managing Director" in the subject line (PDF attachments only). Shortlisted candidates will be contacted individually for interviews, initially over Skype videoconferencing.

Appointments for managing directors at IME are on a yearly renewable basis, typically for 2 to 4 years.