Open Positions

Professional Development Hub, or pd|hub, is a national, multi-stakeholder initiative dedicated to advancing the professional development of graduate and postdoctoral scientists by building capacity for the spread of evidence-based educational practices in this space. pd|hub is moving into its next phase, which will include developing peer-reviewed collections of evidence-based practices in graduate/postdoctoral education (specifically, in the area of STEM PhD career & professional development), paired with training and mentoring to assist educators in adapting and implementing strategies.

We are seeking to hire two positions to support this and other projects of pd|hub. Flexible employment arrangements, including part-time work, scheduling, and remote work can be considered. pd|hub is hosted by UMass Medical School in Worcester, MA.

To apply for either position:
Please send a CV & cover letter to cynthia.fuhrmann@umassmed.edu

Open positions:

Program Manager / Sr. Program Manager pg. 2

Collections Editor / Curriculum Specialist pg. 3
Program Manager / Sr. Program Manager, pd|hub

Position Description and Responsibilities: The Program Manager will be part of the pd|hub core team, working closely with the pd|hub PI/Director across all initiatives of pd|hub, including project management, strategy, communications, relationship management, fundraising, and sustainability. This position may start at part-time and, over time, move to full-time. Example responsibilities:

Program management
- Coordinate activities of pd|hub, managing day-to-day logistics and operations
- Document and maintain timelines and milestones
- Create project reports for stakeholders
- Ensure that project development and completion is timely, successful, and meets expectations
- Oversee events logistics

Strategy
- Assist in strategic planning for the growth and sustainability of pd|hub projects
- Perform background research and landscape analyses
- Anticipate and mitigate program opportunities and risks related to deliverables and program growth

Relationship management
- Manage and support working groups, committees, and advisory board(s)
- Develop and maintain relationships and correspondence with key partners and stakeholders, including leaders in the public and private sector, to advance pd|hub goals
- Develop internal tracking systems
- Plan events, including project workshops, presentations, and community discussions
- Represent pd|hub on committees and at external meetings and conferences
- Handle external inquiries

Communications
- Strategize and coordinate pd|hub communications, dissemination, and outreach, including joint communications with stakeholders
- Develop and maintain communications materials, including pd|hub newsletters, marketing materials, website content, and social media
- Develop and draft white papers, grants, business proposals, and fundraising materials

Desired Qualifications:
PhD in a STEM discipline along with at least one year of policy/administrative experience.
Demonstrated skills managing multi-year projects.
Demonstrated skills working with and/or guiding individuals, teams, and volunteers.
Strong writing skills, including a variety of communications from social media and marketing materials to reports, white papers, and grant proposals.
Experience managing and developing communications strategies.
Knowledge of higher education.
Experience working in an early-stage organization, office, or initiative preferred.
Collections Editor / Curriculum Specialist, pd|hub

Position Description and Responsibilities: The Collections Editor/Curriculum Specialist will be part of the pd|hub core team, working closely with the PI/Director and Collections Co-Investigator to ensure success of the Collections and corresponding activities.

- Oversee & manage Collections, including the submissions process, peer review process, model annotations, instructional strategies in train-the-trainer workshops, and mentoring groups
- Work with the PI, co-I, consultants, and working groups on development and evolution of mechanisms for the Collections
- Support & manage activities of cohorts of Fellows whose models are selected for the Collection, including Fellows’ annotation of models, workshop development, mentoring group facilitation, and dissemination of Collection models
- With guidance from consultants, ensure that Collection materials explicitly highlight key teaching/implementation strategies, such as strategies to further equity and inclusion
- Draft materials bringing elements of the Collections together (such as a preface or literature reviews), blog posts, and journal articles to support dissemination
- Oversee development and maintenance of an online framework for Collection materials
- Support implementation of assessment and evaluation for the Collections, in collaboration with consultants focused in these areas
- Ensure that project development and completion is timely, successful, and meets expectations
- Contribute to strategic planning for sustaining, growing, and evolving Collections in the broader context of pd|hub
- Represent pd|hub on committees and at external meetings and conferences
- Contribute to other activities of pd|hub as needed

Desired Qualifications:
PhD in a STEM discipline with at least one year of experience teaching (preferred: in graduate/postdoctoral education, career & professional development).
Experience developing and implementing training approaches; able to articulate what is needed to implement training approaches.
Strong communication skills (written, verbal, visual).
Strong organizational and project management skills.
Demonstrated ability to work with individuals and diverse teams.
Experience working in an early-stage organization, office, or initiative preferred.