

## 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](mailto: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.*