

## Deputy Director

### National Center for Ecological Analysis and Synthesis (NCEAS) Academic Program Management Officer 3

#### Overview:

The National Center for Ecological Analysis and Synthesis (NCEAS) at the University of California, Santa Barbara (UCSB) is seeking a Deputy Director. As the successful candidate you will work with the NCEAS Executive Director, the Directors of NCEAS initiatives, and other NCEAS staff and scientists to support and grow a diverse portfolio of research, data science and learning initiatives.

As the ideal candidate you will have excellent project management skills, a track record in scientific publication, interest in supporting scientific research, demonstrated commitment to open science principles and practice, interest in engaging with the diverse community at NCEAS, and experience communicating to diverse audiences. The position is expected to support the Executive Director in maintaining ongoing efforts and developing new opportunities at NCEAS and support and represent NCEAS through outreach to diverse communities.

NCEAS works to accelerate scientific discoveries that will enhance our understanding of the world and benefit people and nature, as well as to transform the scientific culture to be more open, efficient, and collaborative. NCEAS is part of UCSB but housed in the heart of downtown Santa Barbara.

NCEAS facilitates synthesis research and collaboration in environmental science, ecology, and environmental data science, conducted as part of research initiatives led by NCEAS and Center Fellows. Each year NCEAS hosts more than 700 visiting scientists and practitioners and over 30 resident scientists, including a growing community of post-doctoral associates, Center Fellows, and Researchers, and has a team of approximately 25 administrative, scientific computing and informatics staff.

#### Responsibilities:

- Support Executive Director and Center Directors in program planning, development, administration, management, implementation and reporting
- Lead or support project reporting to funders
- In collaboration with the Executive Director, support efforts to develop new funding initiatives and partnerships focused on synthesis science
- Support and grow initiatives focused on environmental data science infrastructure and training in collaboration with NCEAS Directors
- Coordinate and support cross-Center initiatives that bridge research, environmental data science and/or learning activities.
- Engage and support resident and visitor communities

- Represent NCEAS at national and international meetings and conferences, when necessary.

**Minimum Qualifications:**

- Masters in Environmental Science, Ecology, Data Science or related field.

**Preferred Qualifications:**

- 2-3 years work experience in a related field with project management and reporting responsibilities;
- Excellent written and oral communication skills, including the ability to deliver effective presentations to diverse audiences and be an effective spokesperson for NCEAS initiatives;
- Outstanding organizational skills;
- Ability to manage several projects/tasks at the same time;
- Able to work well with a wide range of people across disciplines and backgrounds;
- Able to work effectively both independently and collaboratively;
- Experience in grant-writing, in particular to government agencies and foundations.
- Experience using project management or collaboration platforms such as Slack, Asana, Basecamp, etc.
- Strong work ethic

**Salary and Benefits:**

Academic Program Management Officer Position, with salary step commensurate with qualifications.

Full benefits package included.

Review of applications will begin June 16, 2019, until position is filled. Please apply through UC Recruit: [jobs.ucsb.edu/applicants/Central?quickFind=193701](https://jobs.ucsb.edu/applicants/Central?quickFind=193701)

**Required Documents to Apply:**

Applicants must submit (1) a current resume or Curriculum Vitae, (2) cover letter describing your qualifications and vision for the position, and (3) names and contact information for 3 references.

**Anticipated Start Date:** Aug 1, 2019 or as soon as possible after then.

The Department is especially interested in candidates who can contribute to the diversity and excellence of the academic community through research, teaching and service.

The University of California is an Equal Opportunity/Affirmative Action Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.