UCLA is hiring an Asst. Director for Inclusive Program Initiatives for the Graduate and Postdoctoral Bioscience Programs! This is a new position with a lot of room for autonomy and growth. The job is focused on DEI, recruitment, professional development, and support of bioscience grads and postdocs; with a special focus on those from diverse backgrounds. I added more details about how we envision this new position that aren't in the more simplified job posting linked below.

Job Posting: [https://www.uclahealthcareers.org/job/16593922/assistant-director-bioscience-biological-chemistry-los-angeles-ca/](https://www.uclahealthcareers.org/job/16593922/assistant-director-bioscience-biological-chemistry-los-angeles-ca/)

**Job Summary**

Under general oversight from Directors in Graduate Programs in Bioscience and Bioscience Postdoctoral Affairs, the Assistant Director will provide leadership in the continued development and day-to-day management of a strategic plan to enhance excellence and diversity in Graduate Programs In Bioscience (500 students) and DGSOM postdoctoral scholar populations (400 postdoctoral scholars). You will lead efforts to promote a culture for these trainees that recognizes the vital role that diverse ideas, opinions, backgrounds, and experiences play in the scientific process. This role will also play a key role in the design and implementation of programming to promote the retention, professional development and well-being of graduate students and postdoctoral scholars. Additionally, you will provide critical support and serve as a facilitator for training initiatives in research mentorship for graduate students, postdoctoral scholars and faculty.

More details about projects and initiatives relevant this position:

**A. Outreach, Recruitment and Admissions**

1. Lead national recruiting for Graduate Programs in Bioscience’s 11 Home Area training programs, with a special focus on prospective students from underrepresented backgrounds. Includes representing the programs at major research conferences and campus visits.
2. Develop and implement new recruitment strategies to enhance diversity at the postdoctoral scholar level.
3. Maintain and develop websites and marketing materials for graduate student and postdoctoral scholar recruitment.
4. Providing advice to individual prospective graduate students and postdoctoral scholars.
5. Lead existing Ph.D. pipeline programs: Bioscience Scholars Program, the CSU Symposium at UCLA, and Competitive Edge.
6. Contribute to cultivation of fair and equitable graduate admissions processes. This includes promoting best practices for holistic review across GPB’s 11 home areas for admissions, interviewing, and implementing targeted events that support enrolling diverse applicants.
7. Develop and lead cohort training programs to enhance the support for diverse postdoctoral trainees and support their progress into faculty positions.
8. In collaboration with other staff, maintain and analyze data to assess effectiveness of outreach, recruitment and admissions strategies.
9. Contribute to grant writing and scholarly research related to inclusion and outreach, admissions inclusion and programmatic outcomes.
10. Coordinate marketing, promotion, enrollment and tracking for diversity, training and wellness programs.

B. Trainee Support and Preparation for Success

1. Contribute to the design and implementation of leadership, professional development, and well-being workshops for graduate students and postdoctoral scholars.
2. Develop, implement, and assess new training programs in academic job readiness and leadership for graduate students and postdoctoral scholars.
3. Coordinate and support activities of diversity affinity groups and programmatic cohorts of graduate students and/or postdoctoral scholars.
4. Support and facilitate training in research mentorship for graduate students, postdoctoral scholars, and faculty.
5. Check in on a regular basis with trainees from underrepresented groups, and on an ad hoc basis as needed, advise student and postdoctoral cohorts and individual trainees on academic and training expectations, issues and conflicts, with particular emphasis on those related to diversity and inclusion. This includes pointing students and postdoctoral scholars to the appropriate resources.
6. Advise GPB PhD Home Area Directors on student issues, particularly those related to diversity and inclusion.
7. Coordinate with GPB PhD programs to provide support for fellowship nominations, with a focus on those promoting diversity.
8. Lead and advocate for policies and practices promoting equity and inclusion for bioscience graduate students and postdoctoral scholars by serving on appropriate program, divisional, and school committees and task forces.
9. In collaboration with other staff, track the progress and career outcomes of GPB trainees and postdoctoral cohorts to assess effectiveness of diversity-oriented programs.

C. Other

1. Personal professional development training to strengthen knowledge and skills needed for the position.
2. Other duties related to diversity and inclusion as assigned by the Directors of GPB and Postdoctoral Affairs.
Qualifications

1. Advanced graduate degree in science and/or engineering, with multi-disciplinary training and knowledge.
2. Excellent oral and written communication skills to establish and maintain cooperative working relationships with faculty, staff, and students.
3. Demonstrated ability to work independently and complete projects within specified deadlines.
4. Demonstrated ability to work effectively as a team member.
5. Demonstrated ability to prioritize projects to meet scheduled deadlines.
6. Demonstrated ability to maintain confidentiality.
7. Ability to develop, implement and assess new training and recruitment programs in Life Sciences and DGSOM.
8. Ability to develop, administrate, and monitor program budgets.
9. Ability to provide guidance to graduate students and postdoctoral scholars as they progress through their training programs and counsel or assist them in the resolution of problems.
10. Working knowledge and experience in recruitment, outreach, and academic research environments.
11. Ability to use diplomacy in sensitive situations and handle confidential information with discretion.
12. Ability to interact with and communicate effectively with a diverse group of students, scholars, faculty, administrators, both individually and in group settings.
13. Ability and or an interest in facilitation of meetings or workshops
14. Skill in organizing and prioritizing various administrative tasks, often with conflicting deadlines, and perform a variety of duties with frequent interruptions and distractions.
15. Experience with academic programs administration
16. Ability to establish an effective cross-campus network
17. Working knowledge of Federal and State laws and University policy regarding confidentiality of student/scholar records.
18. Organizational skills to maintain accurate student/scholar records and files, upholding rules of confidentiality.
19. Ability to analyze a problem, define its possible causes, and suggest courses of action to assist students/scholars and faculty in solving individual or mutual concerns.
20. Ability to present statistical data (e.g., reports) in a clear and effective manner for use by faculty and administrators at DGSOM and campus-wide.
21. Marketing skills and abilities to recruit targeted trainees and scholars, and design promotions via email, social media, flyers, brochures, and Web sites.