



UNIVERSITY OF MARYLAND

Institute for Advanced Computer Studies

Brendan Iribe Center
University of Maryland
College Park, Maryland 20742 USA
301.405.6722
www.umiacs.umd.edu

Title: Managing Director, Position #128586
Starting Salary Range: \$88,480-\$110,600
Best Consideration Date: September 11, 2023
Apply at: <https://ejobs.umd.edu/postings/111235>

The Institute for Trustworthy AI in Law and Society (TRAILS), housed within the University of Maryland Institute for Advanced Computer Studies (UMIACS), is the lead unit in a multi-million dollar, multi-institutional project funded by the National Science Foundation and the National Institute of Standards and Technology.

We are currently seeking a Managing Director to add to our TRAILS team. The Managing Director works closely with the Institute's Faculty Director on all organizational elements of the institute, ensuring the smooth functioning of the institute across all sites.

The position manages and coordinates the day-to-day administration of this program, including developing and implementing program policies/procedures, monitoring progress towards Institute goals, working with finance personnel to ensure operations are within budget, coordinating staff and resources, optimizing and improving processes, project reporting, coordinating with evaluators and advisory boards, and keeping stakeholders informed, exercise independent judgment and discretion while managing multiple moving project targets simultaneously and will have the delegated authority to make commitments affecting institute operations.

Qualified candidates will have a bachelor's degree and 5 years of related experience OR a graduate degree and 3 years of related experience. The successful candidate will be a team member who has demonstrated the ability to interact with a varied population of diverse audiences effectively. They must have excellent communication and organization skills and experience coordinating and implementing programs, events, and/or services.

Experience with research administration and research development within higher education as well as experience in helping write project reports is preferred. As is experience in helping prepare for project evaluation and experience with orchestrating team science and team development. Preference may also be given to applicants with PMP certification, experience facilitating large multi-institutional and geographically spread team with external collaborators, and experience in hosting (running) academic workshops, event logistics.

As part of your application, please submit the name and contact information of at least three (3) professional references.

Offers of employment are contingent on completion of a background check. Information reported by the background check will not automatically disqualify you from employment.

The University of Maryland, College Park, an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.