**Science & Society Program Coordinator**

Duke Initiative for Science & Society invites applications for a Program Coordinator. Please send a resume and cover letter to mkl25@duke.edu.

**The Duke Initiative for Science & Society:**

The Duke Initiative for Science & Society is an interdisciplinary initiative that examines the wide-ranging and integral role of science in social institutions and culture. Science & Society integrates and fosters innovation in related research, education, and engagement at Duke by adopting a pluralistic approach to understanding how science and human endeavors intersect with a specific focus on ethical, legal, and social implications for science. For more information, visit our website at http://www.scienceandsociety.duke.edu.

**Occupational Summary**

Assist with the planning, coordination, and administration of graduate and undergraduate education and outreach activities within Science & Society, with specific responsibility for administering the a summer pilot program for Pre-Med students. Develop, coordinate, and advise on budgets and policy related to all S&S education and outreach programs.

**Work Performed**

Serve as contact for S&S education and outreach programs. Provide assistance to students and prospective students on such matters as admissions and curriculum, track student advising and programmatic requirements, help arrange for student placements in experiential learning opportunities, update course catalogs and bulletins, and maintain a database of student information.

Budget for, coordinate, and implement activities of assigned student programs, including the Master in Bioethics & Science Policy, S&S Certificate, Huang Fellows and ____education program events and other Science & Society programs and events. Develop and coordinate new ideas and concepts for programs and materials/resources to supplement, expand, or replace existing program components. Monitor, verify, and reconcile expenditure of budgeted funds using Duke financial systems (SAP).


Monitor and evaluate program effectiveness using qualitative and quantitative research techniques including written evaluations and informal feedback from attendees and students. Recommend and implement modifications to improve program effectiveness.

Maintain liaison with other graduate and undergraduate programs, offices, faculty, and departments at Duke to coordinate program business, to manage and improve the student experience, to help place undergraduate and graduate students in experiential learning opportunities (e.g., lab placements), and to accomplish objectives. Interface with external organizations as appropriate to ensure cooperative efforts are enhanced and available resources are utilized.
Manage and maintain records, reports, and correspondence required for reference and efficient operation of Science & Society programs; ensure maintenance of up-to-date management and procedural manuals, directives, and related records.

Perform other related duties incidental to the work described herein.

**Skills Required:**

- excellent written and verbal communications skills
- strong organizational skills and attention to detail
- logic and reasoning skills to identify weaknesses and propose solutions to problems
- ability to evaluate program performance, summarize findings, communicate results, and form an action plan
- ability to recruit and work with students
- thorough knowledge of Microsoft Office
- aptitude to learn the Duke financial system (SAP) to track and reconcile expenses
- ability to lift and carry office and program supplies
- ability and willingness to oversee/attend evening programs, as needed.

Cover letter and current resume are required.