Positions in “Academic” Administration

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PhD

Teaching Position
Stanford University

“Remedial” Postdoc
UMBC

Super Postdoc
UMAB

Research Assistant Professor, UMAB

Associate Professor with tenure, UMAB

Associate Dean (Graduate School) & Assistant VP (Student Affairs)
AAAS Science & Technology Policy Fellow at the NIH

Deputy Director OITE
What Does a Graduate Dean Do?

- Make certain students officially complete their degrees
- Manage the graduate school budget
- Organize evaluation of graduate programs
- Enforce graduate school policies
- Manage the awarding of centrally funded GRAs
- Facilitate the development of new graduate programs
- Work with a Graduate School Council to approve new courses and programs
- Handle academic grievances
What Does a Graduate Dean Do? (continued)

-Supervise an office staff and the graduate school staff
- Hire, evaluate, and promote staff
- Represent the institution in system, state, and national forums
- Create career development programming
- Work with departments and programs to publicize the institution’s graduate programs
- Collaborate with the Graduate Student Association
- Assume responsibility for postdocs at the institution
What Does a Student Affairs VP Do?

- Supervise some/all of the following units:
  - Counseling Center
  - Student Activities
  - Student Athletics
  - [Student Housing]
  - Financial Aid
  - Records and Registration
  - ADA Compliance
  - Student Health (and health insurance)

- Handle sexual harassment, disciplinary, and grievance cases
What Does a Student Affairs VP Do? (continued)

- Work with Student Affairs Deans in the schools on campus-wide initiatives
- Represent the institution in system, regional, state, and national forums
- Vet programs/policies with campus legal counsel (appear in court)
- Hire, evaluate, and promote staff
- Oversee the budgets for all units
What Do the PhDs in OITE Do?

- Develop, present, and evaluate career/professional development programs and materials for NIH trainees
- Organize major OITE events
- Build and update the OITE Web site
- Write and edit trainee handbooks
- Meet with trainees one-on-one
- Work with IC Training Directors on NIH-wide projects
- Work with FelCom and the GSC
What Do PhDs in OITE Do? (continued)

- Supervise postdocs/grad students on details
- Manage international and inter-Agency postdoc programs
- Travel
  - To other NIH campuses
  - To meetings to recruit outstanding young scientists
  - To our own professional meetings
  - To give invited talks at campuses and meetings
- Evaluate graduate school applications, provide stipends, sign agreements (GPP only)
How Can You Find a Job Like This?

- *The Chronicle of Higher Education:*
  
  Position Type: Administrative
  
  - Academic Affairs > Academic Administration
  - Student Affairs > Career Services, Student Services

  
  Category: Administrative
What Skills/Experience Will You Need?

- Project management
- Program development and evaluation
- Presentation skills
- Writing/editing experience
- Supervisory/mentoring experience
- Leadership experience
- Administrative/organizational skills
What Credentials Will You Need?

- To be a dean:
  - Doctoral degree
  - Substantial experience in an equivalent academic environment

- To be a student affairs professional
  - A master’s degree or above in a specialty like educational administration, career counseling

- But postdocs like you DO get jobs like this.
Examples of Successful Trajectories

Postdoc

Program Director, Science’s Next Wave, AAAS

Assistant Dean, Postdoctoral Affairs & Recruitment

Associate Dean, Postdoctoral Affairs & Recruitment

Director, Science Alliance (NY city)

Director, Office of Postdoctoral Services, OITE
Examples of Successful Trajectories II

Postdoc

Research Affairs Specialist, College of Medicine

Director, Research Affairs

Deputy Director, GPP, OITE

AAAS Science & Technology Policy Fellow, NIH

Program Director, NIBIB