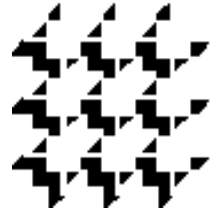


# DIMACS

*Center for Discrete Mathematics & Theoretical Computer Science  
Founded as a National Science Foundation Science and Technology Center*



## **Associate or Assistant Director, DIMACS**

The Center for Discrete Mathematics and Theoretical Computer Science (DIMACS) based at Rutgers University is seeking a full-time Associate or Assistant Director. Applicants with a doctorate will be considered for Associate Director with a non-tenure-track calendar-year research faculty appointment at Rutgers. Highly qualified applicants without a doctorate will be considered for a staff appointment as Assistant Director. Salary is commensurate with qualifications and experience.

Background in computer science, mathematics, operations research, statistics, or a related field is preferred. Interest in connecting mathematical and computational sciences to other disciplines such as biology, environmental sciences, economics, engineering, medicine, and homeland security is a plus. The successful candidate must be a proficient technical writer, with strong communication, administrative, and organizational skills, including the ability to juggle the needs of multiple complex projects. Demonstrated ability to work cooperatively with a wide variety of people in different disciplines, types of institutions, and academic levels is desirable.

Duties include: planning, organizing, and leading DIMACS programs and projects; preparing and assisting with grant proposals; recruiting and selecting participants for student and faculty programs; developing publicity; writing reports; and representing DIMACS at university, professional society, and government meetings. Specific current duties include directing the summer Research Experiences for Undergraduates program at DIMACS and playing a leadership role in DIMACS Special Focus programs that coordinate activities on designated scientific themes.

The position offers opportunities to set direction for current and future DIMACS programs, for professional development, and for participation in workshops at Rutgers and other venues.

For more information about DIMACS, please visit our website: [dimacs.rutgers.edu](http://dimacs.rutgers.edu). Applicants should go to the application website [dimacs.rutgers.edu/AssociateDirector/](http://dimacs.rutgers.edu/AssociateDirector/) to submit a CV, a statement of interest, two writing samples (including one for a general audience), and contact information for two references. Review of applications will begin on May 1, 2015. Applications will be accepted until the position is filled.

Rutgers, the State University of New Jersey, is an Equal Opportunity / Affirmative Action Employer. Qualified applicants will be considered for employment without regard to race, creed, color, religion, sex, sexual orientation, gender identity or expression, national origin, disability status, genetic information, protected veteran status, military service or any other category protected by law. As an institution, we value diversity of background and opinion, and prohibit discrimination or harassment on the basis of any legally protected class in the areas of hiring, recruitment, promotion, transfer, demotion, training, compensation, pay, fringe benefits, layoff, termination or any other terms and conditions of employment. Employment eligibility verification required.

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