Program Manager
Moore-Sloan Data Science Environment at NYU
New York University Center for Data Science

The Moore-Sloan Data Science Environment (M-S DSE)
The Moore-Sloan Data Science Environment is a $37M grant from the Gordon and Betty Moore Foundation and the Alfred P. Sloan Foundation to support Data Science activities at the University of Washington, the University of California at Berkeley, and New York University. In addition to direct support for scientific research, the M-S DSE is also supporting work on improving the way Data Science is done in an academic setting and how Data Scientists are supported in academic careers. The NYU Center for Data Science is the home unit for the M-S DSE at NYU and an interdisciplinary educational and research unit at NYU.

Responsibilities

- Manage major research program components and oversee execution of M-S DSE grant-funded activities. Manage the grant's facilities and budgets, supervise technical staff, and oversee the day-to-day operations of the grant. Report to the Executive Director of the M-S DSE.

- Create, update, and maintain communications for the M-S DSE, internally to NYU, across our partner institutions (UW and UCB), and externally, on web pages and in social media channels.

- Help organize the search for, recruitment, and hiring of faculty, postdocs, staff, and visitors with support from the NYU CDS administrative assistant and administrative staff.

- Assist in the writing of technical and administrative reports for funding agencies. Lead the research team in preparation and presentation of funding agency reviews and reporting. Execute quantitative program assessment activities as designed by the M-S DSE working groups.

- Participate in professional conferences, seminars and workshops.

- Manage joint activities with university partners. Regularly interfaces with counterparts at other institutions. Identifies opportunities for cross-talk between research teams and initiates meetings.

- Develop and execute strategic and operational plans for ensuring ongoing sustainability of program activities. Seek additional internal and external funding opportunities.

Qualifications

- Management and leadership experience in academic and/or government agencies and/or industry.

- Expertise in administrative, operational, budgetary, human resources, and financial principles and practices.

- Expert ability to work with dynamic and diverse group of researchers (faculty, staff, students), sponsors and external collaborators.

- Excellent understanding of and appreciation for data science approaches and innovations and the needs, goals and deadline pressures under which academic scientists across the disciplines accomplish their work.

- Excellent oral and written communication and negotiation skills, including political acumen, social perceptiveness, and an understanding of different cultures and social norms.

- Demonstrated expertise with program building within academic institutions.

- Demonstrated expertise in building collaborations between academia and industry organizations.

- Expert fundraising and business development experience highly desirable.

- Advanced degree in related area and/or equivalent experience/training

Salary & Benefits
Salary will be commensurate with education and years of experience. Full-time professional research staff are eligible for a comprehensive and competitive benefits program which includes health insurance for the employee and dependents, participation in a retirement plan, and tuition benefits.

Generalities about NYU employment
NYU does not discriminate due to race, color, creed, religion, sex, sexual orientation, gender and/or gender identity or expression, marital or parental status, national origin, ethnicity, citizenship status, veteran or military status, age, disability, unemployment status or any other legally protected basis, and to the extent permitted by law. Qualified candidates of diverse ethnic and racial backgrounds are encouraged to apply for vacant positions at all levels.

Application Process

Applicants should send a resume or curriculum vitae, a brief statement of interests and relevant experience (no longer than 2 pages) to ds-jobs-group@nyu.edu with the subject line "Program Manager Position". You must also arrange to have three letters of recommendation sent to us using the same subject line. More information about CDS can be found at http://cds.nyu.edu/. For more information about the position you may email jennifer.hill@nyu.edu.

NYU strongly encourages applications from women and members of minority groups and is committed to building a culturally diverse educational environment.

Review of applications will begin **December 1, 2014**. We will continue to consider new applications until the position is filled.

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New York University is an Equal Opportunity Employer