

Assistant Director for the UCI Center on Complex and Active Materials, Irvine Materials Research Institute

Salary-Commensurate with experience

DESCRIPTION

The University of California, Irvine is currently accepting applications for an assistant director position to assist the management and operation of the Center for Complex and Active Materials (CCAM), a Materials Research Science and Engineering Center (MSREC) funded by the National Science Foundation. The UCI MRSEC builds on UCI's strengths in multidisciplinary science and engineering research, experiential learning, world-class facilities, and commitment to diversity. The Center aims to (1) create complex hard materials with the ability to withstand extreme environments for applications in national defense, and (2) design dynamically responsive soft materials that may mimic real biological processes and serve as an interface with living systems for healthcare applications. The Center attracts diverse junior researchers from across the nation and trains future leaders at all academic and professional levels to address critical materials and societal challenges. The Center's integrated activities — novel materials research, partnerships with industry and national laboratories, entrepreneurial innovation, career development, and mentorship — are enabling a transformative long-term impact on fundamental science, advanced applications, and workforce development. For details about the UCI MRSEC, see <http://www.ccam.uci.edu>

The Assistant Director will perform professional and administrative duties to support the day-to-day operation of the UCI MRSEC; assist in planning and implementing activities for research, education, outreach, and collaborations with national labs and industries; track the progress of research and education activities toward the Center's goals, assist in communication of research highlights, organize and prepare the annual progress report for NSF; interpret, monitor and analyze information regarding operating policies and procedures; process expenditures and monitor budgets; coordinate academic and/or staff personnel matters; and oversee routine activities and resolve problems of the Center. The job responsibilities also include prioritizing, efficiently processing, and tracking administrative issues to ensure all deadlines are met and tasks are appropriately completed.

The successful applicant must hold a PhD or equivalent degree in materials science and engineering, physics, or chemistry with a few years of materials research experience afterwards. Excellent communication and scientific writing skills are required. Candidates with research experience in areas of synthesis, characterization, or modeling of complex structural materials or supramolecular materials are preferred. Applicants should upload a cover letter and a curriculum vitae (including a complete publication list). Please provide the names and contact information of three references. Applications must be submitted electronically at <https://recruit.ap.uci.edu/apply/JPF09538>. To ensure full consideration, applications and supporting materials should be received by March 31, 2025. This position will remain open until filled. Inquiries should be addressed to Prof. Xiaoqing Pan (xiaoqinp@uci.edu).

TO LEARN MORE AND APPLY

Apply by submitting your application to our online RECRUIT system at:
<https://recruit.ap.uci.edu/apply/JPF09538>

More information about this recruitment: www.mrsec.uci.edu

REQUIREMENTS:

DOCUMENTS

- Cover Letter
- Curriculum Vitae - Your most recently updated C.V.
- Misc / Additional supporting information (Optional)

REFERENCES

3 contacts required

HOW TO APPLY

1. Create an ApplicantID
2. Provide required information and documents
3. If any, provide required reference information

The University of California, Irvine is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the UC anti-discrimination policy.

As a condition of employment, the finalist will be required to disclose if they are subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct, are currently being investigated for misconduct, left a position during an investigation for alleged misconduct, or have filed an appeal with a previous employer.

- ***“Misconduct” means any violation of the policies or laws governing conduct at the applicant’s previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer.***
- ***[UC Sexual Violence and Sexual Harassment Policy](#)***
- ***[UC Anti-Discrimination Policy for Employees, Students and Third Parties](#)***
- ***[APM - 035: Affirmative Action and Nondiscrimination in Employment.](#)***

As a University employee, you will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local government directives may impose additional requirements.