



**Massachusetts
Institute of
Technology**

Associate Director

The MIT Laboratory for Nuclear Science has an opening for the position of Associate Director. The responsibilities for this position include the following: broad, comprehensive responsibility for independently directing all administrative functions of the organization; assisting the Director and senior research management in implementing the goals of the laboratory, which supports a large program of research and educational activities in particle and nuclear physics with ~ 25 M\$ annual research volume and with about 250 faculty, staff, researchers, and students; on behalf of the Director acting as key administrative liaison both inside and outside MIT; assisting in the development of long-range plans for research and staffing levels; analyzing the fiscal status of the Laboratory, assisting faculty and staff in developing grant or contract proposals and in meeting reporting requirements; assisting the MIT Office of Sponsored Programs in contract negotiations; providing interface and promoting effective relationships with sponsors, MIT administration, affiliated organizations, and national and international collaborative efforts; overseeing all administrative elements within the Laboratory, including budgets, service centers, personnel, public relations and other outreach programs, and resource allocation; initiating and coordinating the preparation of special reports, such as reports to sponsor, five-year plans, reports to the MIT President, and public relations documents.

A Ph.D. in a science-related field, or equivalent combination of education and experience, and significant experience in research administration are highly desirable. Familiarity with a scientific research environment is necessary, as is the proven ability to interact effectively with sponsors and other offices in an MIT-like administrative environment. Please send CV to: **Kenneth L. Hewitt, 26-516, Massachusetts Institute of Technology, 77 Massachusetts Ave., Cambridge, MA 02139-4307.** Email: khewitt@mit.edu.