

Scientific Technical Services – Director

The **mission** of Scientific Technical Services is to:

Help faculty, undergraduate and graduate students solve scientific and engineering challenges through access to centralized technical resources, training, and expertise.

The **vision** of Scientific Technical Services is to:

Foster creativity, enhance problem-solving, and promote a culture of innovation at Western.

Scientific Technical Services **values** are:

Service: An innovative and responsive approach to supporting the evolving scientific and technical needs of the Western community.

Quality: Comprehensive and state of the art capabilities, including instrumentation, expertise, custom fabrication, service and repair.

Accessibility: Centralized and university supported resources that enable enhanced teaching and scholarship opportunities at Western.

Student Focus: Experiential learning through faculty-student collaborative scholarship and technical skills development for graduate and undergraduate students at Western.

Western Washington University's Scientific Technical Services (STS) is seeking applicants for the position of Director. This is a 12-month (0.5 FTE) position reporting to the Vice Provost for Research and the appointment will be as an Academic Administrator (<http://www.wvu.edu/provost/faculty/documents/AdministrativeAppointmentGuidelines.pdf>). More information on STS can be found here: <http://www.wvu.edu/scitech/>. Information on Strategic Planning can be found here: <http://www.wvu.edu/scitech/advisory/index.shtml>.

It will be the responsibility of the STS Director to oversee all aspects of STS:

- In collaboration with the STS Council define and implement strategic goals and provide overall strategic leadership to the program.
- Oversee work conducted by STS and manage all STS personnel and facilities.
- Meet with the STS Council Chair before the beginning of the academic year to develop an initial agenda for the year, as well as quarterly to assess progress.
- Attend and participate in STS Council meetings and respond to STS Council requests and constituent concerns.
- Provide quarterly updates to the STS Council and respond to information requested by the STS Council.
- Advocate for STS and help to secure internal and external support (including proposal writing, and collaborating with internal and external stakeholders).
- Work with University Advancement in support of STS.
- Implement STS policies.
- Act as budget authority for STS.

- For the purpose of advocacy, ensure the collection of statistics on the use and impact of STS, including specifics for organizations, departments or units, classes, and grants that use STS services.
- Prepare an annual report to the Vice Provost for Research in consultation with the STS Council.

To Apply

Send a cover letter and an up-to-date CV to Kathleen.Kitto@wwu.edu with a subject line of STS Director Application by May 12, 2017. In the cover letter, please address the following:

Why you are interested in serving Western as the STS Director,

Your vision for the future of STS,

Your previous interactions with and understanding of the current needs of STS,

A description of any special circumstances affecting your ability to lead STS as of Summer 2017 and

A summary statement covering how you will address the responsibilities of the STS Director listed above

Required Qualifications:

Currently employed as a tenured or tenure-track faculty at Western Washington University or as a Marine Scientist

PhD or Terminal Degree in your discipline

Knowledge of analytical instruments

Preferred Qualifications:

Previous experience in management

Demonstrated successful track record with externally funded proposals

Demonstrated understanding of the needs and operations of STS

Each finalist for STS Director will meet with the Search Committee composed of members of the STS Strategic Planning Taskforce and/or Council. In this meeting, please be prepared to discuss materials in your cover letter and interest in the future of STS in detail.