

Executive Director Research Facilities  
Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=239742>

Downloaded On: Jul. 22, 2024 7:19pm

Posted Jul. 18, 2024, set to expire Nov. 9, 2024

**Job Title** Executive Director Research Facilities  
**Department** Research  
**Institution** Worcester Polytechnic Institute  
Worcester, Massachusetts

**Date Posted** Jul. 18, 2024

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Research  
Facilities Operations

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**Job Description**

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**JOB TITLE**

Executive Director Research Facilities

**LOCATION**

Worcester

**DEPARTMENT NAME**

Research Division

**DIVISION NAME**

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Worcester Polytechnic Institute - WPI

### **JOB DESCRIPTION SUMMARY**

The Executive Director for Research Facilities is the centralized lead for research infrastructure planning and strategic support, working across campus to maximize scientific output and operational efficiencies within WPI's research infrastructure and core facilities. This position provides leadership and guidance on the enhancement of strategic, administrative, operational, and marketing activities of WPI's core facilities and broader research infrastructure.

WPI has an extensive list of research equipment across the various core facilities that are available for internal and external use. These facilities include a Life Sciences & Bioengineering Center, a medical imaging and device fabrication suite (PracticePoint), an integrated photonics facility (LEAP), a cell engineering research equipment suite (CERES), and a biomanufacturing education and training center (BETC).

Equipment in these facilities includes instrumentation for materials analysis, micro and nano fabrication, microscopy, metrology, integrated photonics and high-speed electronics testing, medical imaging, biomechanics instrumentation and medical device testing, and will expand in parallel with equipment and/or core facilities growth. Supervision Received

### **JOB DESCRIPTION**

#### **Responsibilities:**

- Establishes faculty advisory committee to create strategic plan for research infrastructure with regards to core facility and broad use instrumentation capabilities, focused on maximizing usage capacity, forecasting equipment maintenance and technology refresh needs
- Coordinates with core facility management to establish and operationalize the appropriate and necessary research infrastructure to advance the institutions research mission and to facilitate productive and sustainable research activities and external engagement.
- Oversees and directs the day-to-day provision of operational and user support of centralized core facilities, ensuring optimal customer satisfaction, adherence to relevant funding agency provisions, and compliance with all relevant regulations, guidelines, policies, and standards
- Oversees installation of new equipment and maintenance/vendor relations for equipment service, negotiate service contracts, and troubleshoot/repair equipment not under service contract. Identify and decommission out of date equipment and technology
- Develops and implements policies and procedures for identifying, processing, and administering user proposals; develops comprehensive systems for capturing appropriate tracking data

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- Provides guidance and useful tools for core facility short-term goals and objectives, long-range strategic plans, policies, and operating procedures; allowing leaders across WPI to monitor and evaluate programmatic and operational effectiveness, and to facilitate changes required for improvement
- Manages core facility communications, including website, social media, client feedback and print media. Conduct tours, demonstrations, and instructional workshops
- Designs, establishes, and maintains an organizational structure and staffing to effectively accomplish the organization's goals and objectives; oversees recruitment, training, supervision, and evaluation of unit staff
- Leads and/or assists in preparation and writing of grant and budget proposals. Prepare written and oral reports to other units, and support agencies. Collaborate on relevant grant opportunities for core operating support, infrastructure expansion/sustainment and scientific instrument purchases
- Presents core services and research findings at seminars and conferences

### Requirements:

- Knowledge and experience as typically acquired through completion of a Doctoral degree from an accredited institution
- 5+ years of progressively responsible related research facility management experience
- Experience in business strategy and operations and in developing business models/marketing services to both internal and external customers
- Demonstrated track record of developing and maintaining collaborative working relationships among stakeholders in university, industry, government and/or the non-profit sector
- Excellent technical and interpersonal communication skills and comfortable with public speaking
- Outstanding leadership skills and the ability to build transdisciplinary teams
- Strong documentation skills to assist in writing proposals, comprehensive reports for clients and collaboration for scientific projects

Please include a cover letter with a resume for consideration.

### **FLSA STATUS**

United States of America (Exempt)

**WPI is an Equal Opportunity Employer that actively seeks to increase the diversity of its workplace. All qualified candidates will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability. It seeks individuals with diverse backgrounds and experiences who will**

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**contribute to a culture of creativity, collaboration, inclusion, problem solving, innovation, high performance, and change making. It is committed to maintaining a campus environment free of harassment and discrimination.**

**To apply, visit:** [https://wpi.wd5.myworkdayjobs.com/en-US/WPI\\_External\\_Career\\_Site/job/Worcester/Executive-Director-Research-Facilities\\_R0002856](https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Executive-Director-Research-Facilities_R0002856)

### **About WPI**

WPI is a vibrant, active, and diverse community of extraordinary students, world-renowned faculty, and state of the art research facilities. At WPI, we have competitive and comprehensive benefits, including health insurance, long-term care, retirement, tuition assistance, flexible spending accounts, work-life balance and much more.

### **Diversity & Inclusion at WPI**

WPI is committed to creating an inclusive workplace where everyone feels valued and respected; a place where every student, faculty and staff member can be themselves, so that they can study, live, and work comfortably, to reach their full potential, and make meaningful contributions in order to meet departmental and institutional goals. WPI thrives on innovative practice and welcomes diverse perspectives, insight, and people from diverse lived experiences, to enhance the community environment and propel the institution to the next level in a competitive, global marketplace.

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

#### **Contact**

N/A

Worcester Polytechnic Institute

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