

POSITION VACANCY ANNOUNCEMENT

Applications are invited for consideration for the following position:

LOCATION: <u>S3IP - NY State Center for Excellence</u>	APPOINTMENT TITLE: <u>Assistant/Associate Director *</u>
SALARY RANGE: <u>\$75,000 to \$85,000</u>	LOCAL TITLE: <u>Assistant/Associate Director *</u>
IF PART-TIME, % OF TIME: _____	THIS POSITION IS: <input checked="" type="checkbox"/> EXEMPT <input type="checkbox"/> NONEXEMPT
DUTIES AND RESPONSIBILITIES	
Complete Position Description attached.	
EDUCATION AND EXPERIENCE REQUIRED	
See attached.	
ADDITIONAL INFORMATION	
* Depending on experience	

**Persons interested in the above position
should submit a resume along with a letter of
application to the following:**



Closing Date for receipt of applications:
January 16, 2012

Name: c/o Cathy Krajnyak
Department: S3IP Search Committee
Address: Binghamton University
PO Box 6000
Binghamton, NY 13902
Email: krajnyak@binghamton.edu

The Research Foundation is an Equal Opportunity/Affirmative Action Employer.
Personnel are chosen on the basis of ability without regard to race, color, ethnic origin, national origin, religion,
sex, sexual orientation, age or disability in accordance with federal and state laws.

Assistant/Associate* Director
New York State Center of Excellence in Small Scale Systems Integration and Packaging
The Research Foundation of State University of New York
Binghamton University
Binghamton, New York

Position Description

The Small Scale Systems Integration and Packaging Center is a New York State Center of Excellence housed at Binghamton University. The Center is multidisciplinary research center that works with federal and state governments, industry and academic partners to advance microelectronics research and development. The Associate Director works with the Director to develop and implement strategic plan for the Center, and coordinates the day-to-day operations of the Center, that includes four research focus areas, over fifteen affiliated faculty, twenty research and administrative staff, over two dozen industrial partners and Ph.D. and masters-level graduate students. The Assistant/Associate Director will supervise staff including an Assistant Director, a Financial Assistant, a Program Manager, and an Administrative Assistant.

Responsibilities

Reporting to Director, responsible for day to day operations of the center including:

- **Financial and administrative:** oversee center financial and administrative areas including: overseeing comprehensive balanced budget reflective of all center activities, financial oversight of center's multiuser facility's recharge programs (including the Analytical and Diagnostics Laboratory and the Center for Advanced Microelectronics Manufacturing) to ensure growth of lab recharge accounts; and development of metrics-based reporting for center activities;
- **Research Support:** support Director's efforts to grow research focus areas including: The Center for Energy-Smart Electronic Systems (ES2); The Integrated Electronics Engineering Center (IEEC), the Center for Autonomous Solar Power (CASP), the Center for Advanced Microelectronics Manufacturing (CAMP) and new areas as they arise; work with Director to identify funding sources for research projects, and coordinate proposal development for external funding with academic and industry teams;
- **Infrastructure:** represent Center interests in the development of the new Center of Excellence building; develop data center facility development program; work with ADL Director on goal of self sustaining ADL Laboratory; provide overall coordination for center activities with the Division of Research and University;
- **Faculty engagement:** work with Director and IEEC, CASP, CAMP, ES2 and ADL directors to increase faculty participation in research and educational initiatives at center; coordinate linkages between Center and research in areas of life sciences and enabling technologies; coordinate successful S3IP annual workshops with goal of increasing publication of papers, and achieving national and international recognition for center; build successful S3IP seminar series;

- **S3IP Personnel:** supervise center staff as designated; ensure that all research and administrative center staff are effectively communicated with and updated on center activities;
- **Communications and Marketing;** work with the Office of Research Advancement to develop a communications and outreach strategy for center that promotes projects, initiatives and successes of center to internal and external audiences, and encourages interaction and partnerships with federal, state and industrial partners; oversee Center websites;

Support other related projects as assigned.

Education and Experience

- Bachelor's degree in engineering or technical field required. Ph.D. and/or MBA preferred.
- Leadership ability as illustrated by 5 years or more of successful, progressively responsible work within a complex organization;
- Broad knowledge of higher education research administration highly desirable.
- Excellent oral and written communication skills
- Demonstrated leadership experience
- Ability to establish productive and collegial relationships and networks among colleagues and staff
- Evidence of the practice of a high level of confidentiality and the establishment of earned trust within an organization
- Proven experience supervising personnel

Salary Range

\$75,000-\$85,000 depending on experience

The Research Foundation of State University of New York is a private not for profit corporation.

* The hiring level and salary within the range will depend upon experience. The expectations for the Associate Director will be higher across all areas of the job responsibilities.