Scientific Officer Position

International Institute for Nanotechnology, Northwestern University – Evanston, IL

Applications are invited for the position of Scientific Officer & Industrial Liaison under Professor Chad Mirkin at Northwestern University Intl Institute for Nanotechnology. The position will be responsible for writing and managing the production of an extensive portfolio of grant proposals and reports; editing manuscripts and managing submission process; managing existing and building new relationships with industry to increase the funding base; developing and producing industrial outreach events; organizing donor/partner laboratory visits; managing graduate student and postdoctoral fellowship programs; developing educational experiments; developing presentations; and developing and maintaining databases. The successful candidate will have excellent writing and editing skills; maturity and integrity; highly developed organizational and communication skills; and proven ability to effectively prioritize and thrive in a fast-paced team environment. A master’s degree in chemistry + 6 years administrative experience, or a PhD in chemistry + 4 years administrative or similar experience is required. Salary commensurate with experience. Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes including veterans and individuals with disabilities.

Please send CV to: nanotechnology@northwestern.edu