Director of Undergraduate Affairs in Physics

Location: Carnegie Mellon University, Pittsburgh, PA
Open Date: October 30, 2019

Description
The rapidly growing Department of Physics at Carnegie Mellon University seeks applications for the Director of Undergraduate Affairs. The successful candidate will serve as the primary or secondary advisor for students majoring in Physics. Advising is highly valued within the Department and University. It entails face-to-face meetings with a diverse population of students; advice on course selection, research, and career paths; overseeing a wide-ranging extracurricular program; and working closely with students experiencing difficulties. Teaching will also be an important part of this position, with a load to be determined. A Ph.D. in Physics and experience advising or mentoring students at the university level are strongly recommended.

Qualifications
The Department is especially interested in candidates who will contribute to the diversity and excellence of the academic community. Carnegie Mellon is an EEO/Affirmative Action Employer -- M/F/Disability/Veteran. An appointment at the Special Faculty or the Teaching Faculty track is expected with a start date no later than September 1, 2020. Appointments at a senior level will be considered.

Application Instructions
Candidates should submit a curriculum vitae; a detailed education statement explaining their educational philosophy concerning advising, extracurricular activities and classroom teaching; a cover letter; and arrange for three letters of recommendation to be uploaded to Interfolio. For full consideration, all materials should be received by December 31, 2019.

Carnegie Mellon University is an equal opportunity employer and is committed to increasing the diversity of its community on a range of intellectual and cultural dimensions. Carnegie Mellon welcomes faculty applicants who will contribute to this diversity through their research, teaching and service, including women, members of minority groups, protected veterans, individuals with disabilities, and others who would contribute in different ways.