

Executive Director of the Biomedical Research and Training Center (BRTC)

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Company: Hood College

Location: Frederick

Category: other-general

Hood College seeks an innovative, collaborative, visionary and entrepreneurial leader to serve as the inaugural endowed Executive Director of the Biomedical Research and Training Center (BRTC). The BRTC is part of the Ruth Whitaker Holmes School of Behavioral and Health Sciences and collaborates closely with other science departments across campus. The BRTC serves as a training “node” in the Maryland Tech Council BioHub, aimed at helping Maryland life science companies at every stage grow by training the next generation of life sciences talent. The Center offers a unique opportunity for students and current professionals to receive specialized hands-on training coinciding with industry needs in biomanufacturing and biotechnology. Led jointly by Hood College faculty, scientists from regional companies, and federal labs, and contractors from the Maryland Tech Council, the Center places students and current professionals seeking to reskill/upskill at the forefront of innovations in science, technology, and healthcare to help propel the Maryland biotechnology industry into the next generation. As such, the BRTC will draw from a multidisciplinary core of instructors, including faculty from chemistry, biology, physics, business, math, computer science, and health sciences, alongside industry experts with expertise in multiple areas.

The BRTC’s inaugural director will be an indispensable catalyst for the development of the regional workforce and, through that work, will help showcase Hood College’s distinctiveness and historic strength in the biomedical sciences. By increasing campus awareness of careers in biotechnology/biomedicine/biomanufacturing and collaborating with key stakeholders and regional partners, the director will oversee the recruitment of students to the Center and College, including students from underrepresented groups. They

will focus on curriculum development specific to the Center and research training opportunities, paid internships, and ultimately career placement of the Center's students in one of Maryland's regional industries. They will be responsible for providing students with cutting edge and real-world learning experiences through hands-on industry collaborations and professional development. They will work collaboratively with industry and campus partners to develop novel and customized programs that meet regional workforce needs in defined sectors.

In addition to Hood College students, the director will design and implement programs that offer strategic reskilling/upskilling to currently employed professionals. They will also play a leading role as the Center's ambassador, leading regional workshops and conferences designed to promote the Center's programs and Hood College.

The incoming director will be responsible for partnering closely with the Office of Institutional Advancement and Director of Corporate and Government Relations to cultivate new partnerships and procure funding to support the BRTC's critical mission. They will also be responsible for ongoing collaborations with academic departments and faculty to explore ways to leverage existing programs and curricula to meet the Center's goals.

Hood College has been an integral part of Frederick for many decades and has focused the talents of its faculty and its resources toward numerous community programs. As Frederick County, Frederick City, and the State of Maryland expand their support for new biomedical, biotechnical and biomanufacturing companies located in our area it is an absolute imperative for Hood to continue its tradition of community partnership by aligning its academic programs and campus facilities to support a new and highly skilled life science workforce. This alignment is a win-win for Hood, its students, current and future industry employees, our future corporate partners, and Frederick. As the biomedical and biotechnology industries enter new frontiers intended to improve human health and well-being, the BRTC and its Executive Director, will serve as Hood's contribution to saving lives and creating a better tomorrow for all Marylanders.

Essential Duties include the following. Other duties may be assigned.

Oversee all efforts to plan, develop and implement the biotechnology courses, lab techniques and management training, and conference service programs and activities of the Center;

Partner with the and its affiliates (including NIBRT) to secure the BRTC as an active

participant of the regional training initiative;

Maintain existing and expand new relationships with regional biomed/biotech/biomanufacturing partners to ensure BRTC training programs are current and responsive industry workforce needs;

In alignment with the BRTC mission, partner with Hood faculty to secure opportunities for student/faculty research and/or high-impact teaching/learning experiences with regional industry;

Recruit and onboard BRTC instructors and evaluate instructor performance to ensure high teaching standards and positive student learning outcomes;

Teach at least one course or the equivalent of four credit hours annually through the BRTC;

Participate in online and onsite student recruitment events designed to increase Center enrollment year-over-year;

Conduct ongoing curriculum development and quality control assessment to ensure that all BRTC programs are current and meet high quality standards, as well as industry needs;

Meet regularly with key industry partners served through the BRTC to ensure compliance with current training needs and responsiveness to emerging trends;

Conduct outreach to regional educational partners to promote BRTC programs to students at other institutions;

Partner with the graduate school to identify potential training opportunities that could award badges/microcredentials from the Skills Accelerator program;

In partnership with the Office of Institutional Advancement, empanel an industry advisory board to help inform the work of the BRTC;

Provide leadership for BRTC marketing and promotion efforts, in partnership with the Office of Marketing and Communication;

Serve as the Center's public relations ambassador by hosting workshops, conferences, demos, and other events designed to promote the Center's mission and Hood College,

more broadly;

Oversee BRTC annual operating budget development and secure external funding through grants and gifts (in partnership with the Office of Institutional Advancement)

Coordinate with the Biology Laboratory Supervisor/Chemical Safety Officer and relevant Department Chairs for the use of teaching spaces (e.g. lab and classroom areas, equipment, supplies) required to deliver on-site programs,

Solicit funding and/or partnerships that support equipment costs of the Center;

Work with faculty and staff to ensure the delivery of quality programs that are fully compliant with all chemical hygiene and safety standards,

Spend the equivalent of at least one day per week (20%) working in partnership with a wide variety of local governmental agencies, non-profit organizations, and for-profit businesses,

Other job-related duties as assigned.

Qualifications

We seek a candidate who values diversity, equity and inclusion in all that they do. Candidates must have strong organizational skills and a proven ability to work collaboratively with partners across campus in support of Hood College's mission as a student-centered, liberal arts institution.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience

Minimum Requirements/Qualifications

The ideal candidate will have a Ph.D. in a field related to life sciences, as well as research, teaching, administrative experience in one of these areas; molecular biology, biotechnology, bioinformatics, biomanufacturing, genetics, genomics or a related field. The Executive Director must have prior teaching experience, preferably at the college level (undergraduate or graduate), and have the ability to cultivate and maintain relationships and partnerships within the wider research and business biomedical community. Proven

fundraising success is preferred. This position will require limited evening and weekend work and include travel to events in the D.C. Metro area.

Technology Skills

Proficient in MS Office tools (Microsoft Word, Excel, and PowerPoint), e-mail and Internet. Ability to learn new applications quickly including organization-wide information systems and department-specific software applications.

Language Skills

Strong oral and written communication skills. Ability to effectively provide information and positively respond to questions from both external and internal customers both in person and by phone. Ability to write routine reports and correspondence.

Mathematical Skills

Proficient with statistical and financial concepts. Must have the ability to apply those concepts to tracking, projections, goal setting and interpreting reports. Must be able to draw conclusions from reports and make cost effective decisions regarding programs.

Reasoning Ability

Ability to solve practical problems and deal with a number of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to work independently and as a member of a group in developing and executing project plans. Ability to work in theoretical arena and apply logic as appropriate.

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