

**From:** Pamela Templer  
**Subject:** Job Announcement: Graduate Program Coordinator at Boston University

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## Graduate Program Coordinator Position in Biogeoscience and Environmental Health at Boston University

A full-time position is available at Boston University for a Graduate Program Coordinator to join its National Science Foundation (NSF)-funded Research Traineeship (NRT) program that partners Ph.D. students in Biogeoscience and Environmental Health with cities to tackle urban environmental challenges. The Program Coordinator will be responsible for helping with development, planning, communication, implementation, and assessment of the interdisciplinary graduate program. The program includes Ph.D. students and faculty from three departments (Biology, Earth & Environment, and Environmental Health) at Boston University. Specific activities of the Program Coordinator include recruitment of students into the program, management and coordination of workshops and the program's website, help with assessment of the program, development of outreach and educational materials, and coordination of placement of students in internships with cities, non-governmental organizations, and/or the private sector. We expect to enroll 60 Ph.D. students over the next 5 years. This position offers an opportunity that fuses creativity and leadership at the interface of graduate education, science, and urban policy.

Applicants with MA/MS/MPH or Ph.D. in fields related to Biogeoscience, Biology, Biogeochemistry, Chemistry, Environmental Science, or Environmental Health are desired. Experience in field-based education, hands-on experiential teaching, curriculum development, and/or program assessment are a plus. Successful candidates need to have excellent communication and organizational skills.

Interested applicants should send their letter of interest and resume (including relevant course work) and contact information of 2-3 professional references to Pamela Templer at [ptempler@bu.edu](mailto:ptempler@bu.edu). Please use "NRT Program Coordinator" in the Subject of your email message.

One of our Directors will be at the Ecological Society of America meeting in Portland, OR. Please contact Pamela Templer at [ptempler@bu.edu](mailto:ptempler@bu.edu) if you want to discuss the position at the meeting. Please use "NRT Program Coordinator" in the Subject of your email message.

Boston University is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.