The Life Course Center (LCC) Associate Director will help shape and support demographic and economic aging research initiatives at the LCC at University of Minnesota (https://lcc.umn.edu/). By assisting the Director in their responsibilities, the Associate Director will network, expand their administrative skills through learning the ins and outs of managing a large interdisciplinary center, and gain knowledge about the operations, personnel, and financing of the LCC. The Associate Director is an exciting leadership role, offering the opportunity to grow leadership skills by helping to manage an increasingly recognized National Institute on Aging Center for the Demography and Economics of Aging (agingcenters.org).

Term
- The Associate Director’s term of service will be through June 30, 2025, which is the end of our current P30 center grant funding. The position may be extended upon successful grant renewal.
- The position is available as early as summer 2023.
- The position will cover 10% effort or as negotiated with the LCC Director, in consultation with ISRDI Director.

Responsibilities
The Associate Director will assist the Director with LCC duties and work in collaboration with the leadership of LCC to further research on the demography and economics of aging at the University of Minnesota. The LCC leadership team will work together to assign responsibilities in ways that best meet the experience, interests, and skills of each member.

The Associate Director will assist the Director with the following:
- Planning and drafting LCC’s five year NIH/NIA Center grant renewal;
- Developing and monitoring LCC’s budget;
- Promoting and representing LCC internally and externally;
- Meeting with Minnesota Demography and Aging Seminar external speakers;
- Recruiting, reviewing, and evaluating applications for pilot grant funding; and
- Supporting pilot grant investigators and their efforts to conduct their pilot research and obtain funding for larger research projects.

The Associate Director will also assist with one or both of the following areas:
- LCC programming: Research Mixers, LCC external Network on Data Intensive Research on Aging (NDIRA) annual conference/workshop, and similar activities;
- Student engagement: Participating in the Interdisciplinary Doctoral Fellowship program, the CLA Dean’s First-Year Research and Creative Scholars program, the ISRDI Diversity Fellowship summer program, and similar training initiatives.

Qualifications
- Be an LCC member;
• Be a University of Minnesota employee who is at the Associate Professor or Professor level or who is a doctoral-level Research Scientist of equivalent standing (e.g., Researcher 6-7); and
• Have a track record of externally-funded grants and scholarly publications in/related to population science and aging.

Process
Applicants should submit an NIH biosketch, a brief statement (one to two pages) of vision for the role and/or the LCC, and a brief statement of interest in and involvement with the LCC to Mary Snyder (snyd0162@umn.edu).

A search committee chosen by the LCC Advisory Board will nominate a candidate to the Advisory Board to approve. The search committee is comprised of Shekinah Fashaw-Walters, Sarah Flood (Chair), Evan Roberts, and Gina Rumore.

Applications will be accepted until the role is filled. Review of candidates will begin May 8, 2023.