

# Job Opening for a Ph.D. Level Project Coordinator at Yale

## Summary

**Title:** Project Coordinator

**Affiliation:** Yale University

**Contract:** Temporary full-time

**Duration:** 12–24 months

**Salary:** \$50,629 per year

**Benefits:** [Included](#)

## Required Education and Experience

PhD, or a Bachelor's Degree and six years of related experience or an equivalent combination of education and related experience.

## Skills and Abilities

- Excellent written and oral communication skills.
- Well-organized, ability to prioritize, strong attention to detail and ability to manage multiple assignments simultaneously.
- Ability to work independently with self-directed effort. Strong project management skills.
- Strong interpersonal skills and ability to interact well with faculty, staff, students, and research partners.
- Computer literacy including Microsoft Word, Excel, and Power point, Illustration software, and data visualization techniques.

## Preferred Education, Experience and Skills

PhD in the sciences, with substantial experience in interdisciplinary research straddling physics, biology, and applied mathematics.

## Project leaders

[Madhusudhan Venkadesan](#), [Corey O'Hern](#), [Joe Howard](#), [Günter Wagner](#), [Thomas Near](#).

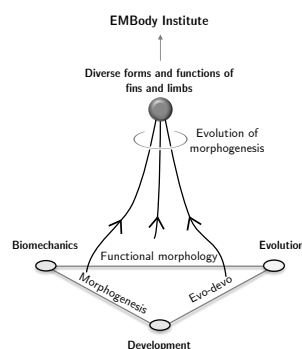
## Application

Send materials by email to [m.venkadesan@yale.edu](mailto:m.venkadesan@yale.edu) and [corey.ohern@yale.edu](mailto:corey.ohern@yale.edu).

Include a CV, description of interests and fit, contact information for references, other relevant material.

## Yale EMBody Institute

The Yale *Evolutionary Morphogenesis and Biodiversity (EMBody)* Institute seeks a Project Coordinator to help prepare grant applications, and plan and organize activities of the proposed EMBody Institute. Under the direct joint supervision of Profs. Madhusudhan Venkadesan and Corey O'Hern (as well as significant interactions with co-PIs Profs. Joe Howard, Günter Wagner, and Thomas Near), the coordinator will facilitate grant proposal writing for collaborative NSF projects, help plan and execute joint workshops and meetings involving over 20 research groups, help in the design and execution of training and outreach activities, oversee and maintain a vibrant web and social media presence for the Institute, and facilitate the development of a multi-institutional research community.



The EMBody Institute is presently in the [Design Phase](#). It is a precursor to the submission of a [large NSF proposal](#) that will launch a full-blown Institute whose goals include research, training, education, and outreach, on the theme of evolution, development, and biomechanics of propulsive appendages in animals.

The design phase involves two workshops to build a cohesive research community for the Institute. Additionally, the training and education mandate of the Institute will involve new research and training modules, a podcast series, and a public outreach workshop. During the design phase, the coordinator will help to plan and organize the workshops, and oversee the planning and execution of the training and outreach activities, many of which are in close coordination with the [Integrated Graduate Program in Physics, Engineering, and Biology](#). Most importantly, the coordinator will be heavily involved in preparing multiple collaborative NSF grant proposals that arise from the design phase. The project coordinator will organize and facilitate the interactions between over 20 world leaders in diverse research areas are involved in the development of the EMBody Institute.

## Specific duties of the project coordinator

- Help obtain grant funding through timely submission of well-researched, well-written, and well-documented grant proposals. This includes helping prepare grant proposals, renewals, and reports with a focus on collaborative, interdisciplinary research, education, training, and outreach, in coordination with the Graduate Program in Physics, Engineering, and Biology. The topics for the proposals will straddle the areas of biomechanics, evolution, morphogenesis, and development, ranging in scale from cells to organisms and ecosystems.
- Develop milestones in consultation with the PIs and oversee progress by regular meetings with the related personnel. In addition to interacting with the PIs of the Institute, the program coordinator will interact with graduate students, postdocs, faculty, and staff that are related to the activities of the Institute.
- Coordinate meetings among the Institute PIs, participants, advisory board members, educational specialists, and external evaluators.
- Arrange the logistics of in-person and virtual workshops and seminars, including travel and meeting itineraries.
- Run a monthly EMBody Seminar Series, and organize outreach activities for the Institute that include a planned Podcast series, web and social media presence, and local community outreach programs.
- Document all design activities and organize data for evaluators to assess.
- Other administrative and organization duties as assigned and related to the policy, procedures, and functioning of the EMBody Institute.

Yale and EMBody are deeply committed to [equal opportunities for everyone](#).