

**ASSOCIATE DIRECTOR  
HIGHLANDS BIOLOGICAL STATION**

Position Information

The Highlands Biological Station, an Inter-institutional Center of the University of North Carolina located in Highlands, North Carolina and administered by Western Carolina University seeks a full-time **Associate Director** whose duties will be split between Station administration duties and (fall semesters) program coordination with some academic instruction. Salary is \$43,000-\$46,000 per year, commensurate with experience, plus full NC State benefits.

Position Description

Primary duties. (1) Assist with administration of the Highlands Biological Station, including assisting the Executive Director with staff supervision, operations and planning, budget oversight, grant-writing, and other efforts aimed at institutional improvement as well as scheduling, implementation, and oversight of instructional and research activities at the Biological Station. (2) Co-direct, with the Executive Director, an annual fall semester-in-residence program held at HBS in cooperation with UNC-Chapel Hill's Institute for the Environment. Responsibilities for this program include planning and coordination, some teaching at the advanced undergraduate level (likely to include modules in conservation biology, biodiversity, biogeography, and related topics), and assistance with coordinating student research internships and group project.

Education, Skills, and Abilities Required

The successful candidate must have a PhD in biological sciences, environmental sciences, or a related field. Applicants should have experience and a strong interest in teaching undergraduates, and be capable of taking on administrative responsibilities related to program planning, management, and grant-writing. Excellent organizational and written and oral communication skills, as well as an ability to work effectively with diverse personalities (colleagues, general public, students, researchers, Board members, etc.) are required. Experience in project/program management, website maintenance, and grant writing is desirable.

To apply, please go to [jobs.wcu.edu/applicants/Central?quickFind=52460](https://jobs.wcu.edu/applicants/Central?quickFind=52460). Western Carolina University is an AA/EOE and conducts background checks.