



Search for the Associate Director & Director of Academic Affairs
Information Networking Institute
College of Engineering
Carnegie Mellon University
Pittsburgh, Pennsylvania

THE SEARCH

The [Information Networking Institute](#) (INI) at Carnegie Mellon University (CMU) is soliciting applications for the INI Associate Director and Director of Academic Affairs position at CMU's main campus in Pittsburgh, PA. The position will work closely with the INI director and have administrative responsibilities related to curricula, faculty and academic activities, in addition to teaching duties.

The INI offers graduate degree programs in information networking, information security, mobile and IoT engineering, and artificial intelligence engineering that are taught at CMU's Pittsburgh and Silicon Valley campuses. Our department was founded in 1989 in response to a demand from industry for professionals skilled in both computer science and communications. What began as a small fledgling program has evolved over the past three decades to become an integral academic unit of CMU's [College of Engineering](#) (a Top Five engineering school, as ranked by *U.S. News and World Report*) and home to a diverse community of more than 300 students each year from across the world. Given the interdisciplinary nature of our programs, INI students have the unprecedented flexibility to take courses across disciplinary boundaries, such as computer science, electrical and computer engineering, public policy, management, machine learning and human-computer interaction, among others.

ACADEMIC AFFAIRS AT THE INI

The successful candidate will oversee academic affairs, including academic programs, curriculum development, student advising, program assessments and student surveys, academic Middle States accreditation review along with other departmental academic reporting, and new initiatives in collaboration with the INI director. At times, the successful candidate may be asked to stand in for the INI director. Additional responsibilities include preparing required documentation for CRC (Curriculum

Review Council), College Council, and NAPP. The candidate will represent the INI at college-level meetings as appropriate and will be the INI's CRC representative.

The successful candidate will create processes related to academic programs, oversee academic policies, and participate in certification review process for all degree programs. The position oversees the INI's curriculum mapping and translates it into an annual plan for the department's course schedule including collaborating with other departments and colleges on similar academic issues. This position works closely with the INI's Academic & Student Services team to manage course planning, advising, and academic policy oversight.

This role supports the INI programs and educational initiatives on both the Pittsburgh and Silicon Valley Campuses. Regular travel to the CMU Silicon Valley Campus, in addition to other domestic and international travel, is expected.

THE INI FACULTY EXPERIENCE

The INI considers faculty candidates in our core technical areas of networking, security, mobile and IoT engineering, and artificial intelligence engineering, including but not limited to mobile computing, embedded systems, Internet of Things technologies, telecommunications, data analytics and machine learning, information security, software security, network security and cyber operations. Outstanding candidates in other areas related to networking, security, mobile and IoT engineering, and artificial intelligence engineering are encouraged to apply. Teaching faculty play a vital role in advancing the INI's educational mission; we value candidates who are dedicated to enhancing student learning and demonstrate a passion for teaching a culturally diverse student population.

From our uniquely interdisciplinary program structure and applied learning opportunities to our supportive advising model and exceptional student services, the INI is committed to delivering a transformational educational experience for our graduate students. Teaching track faculty have a primary responsibility of designing and leading INI courses and projects, in addition to advising and mentoring INI students. They also have opportunities to pursue activities that align with their interests, such as advising student-led, industry-sponsored projects. Overall, INI faculty play an influential role in advancing the department's strategic initiatives. Recent initiatives include the launch of a Master of Science in Artificial Intelligence Engineering—Information Security degree, to which faculty may contribute in developing, and a bridge program, for which faculty involvement is needed in the development of certificate programs that assist promising students from underserved populations to prepare for CMU graduate studies. Faculty contribute to our holistic student advising model and have the opportunity to shape the incoming class of students they will teach through their engagement in the admissions process.

OUR COLLABORATIVE & INCLUSIVE CULTURE

We believe our people—students, alumni, faculty and staff—are our core strength. We emphasize excellence, integrity, respect, collegiality, interdisciplinarity, continuous improvement and engagement in community, all within a welcoming, supportive and inspiring teaching and learning environment. We cultivate an inclusive culture that celebrates and values a diversity of opinion and intellectual perspective from all individuals, regardless of ethnic origin, race, religion, gender, age, disability, sexual orientation and self-identity. We are particularly interested in applicants who are committed to, and have a passion for, a culturally diverse environment in teaching and research, and who demonstrate a willingness to nurture the inclusive Carnegie Mellon environment.

CMU is an equal opportunity employer and is committed to increasing the diversity of its community on a range of intellectual and cultural dimensions. Carnegie Mellon welcomes faculty applicants who will contribute to this diversity through their research, teaching and service, including women, members of minority groups, protected veterans, individuals with disabilities and others who would contribute in different ways.

QUALIFICATIONS

Doctorate in computer engineering, electrical engineering, computer science or closely related fields is preferred, or equivalent combination of advanced degree in the listed fields with strong teaching background, relevant industry experience and/or tech entrepreneurship, and other related qualifications.

APPLICATIONS, INQUIRIES, AND NOMINATIONS

Carnegie Mellon University has retained Isaacson, Miller, a national executive search firm, to assist in this important recruitment. Review of applications, nominations, and inquiries will begin immediately and continue on a confidential basis until an appointment is made.

In order to be considered for this position, please submit a cover letter and curriculum vitae. If desired, candidates can include additional materials with their application.

All inquiries, nominations, and applications should be submitted via the [Isaacson, Miller website](#).

Vijay Saraswat, Partner
Ivan Ceballos, Senior Associate
Isaacson, Miller

Carnegie Mellon University does not discriminate in admission, employment or administration of its programs or activities on the basis of race, color, national origin, sex, handicap or disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status or genetic information.