Position Overview

The University of California, Agriculture and Natural Resources (UC ANR), a statewide program with local development and delivery, is seeking the following UC Cooperative Extension (UCCE) Academic Coordinator.

Location Headquarters: Auburn, Placer County, CA

Purpose: The Academic Coordinator (AC) will help California’s citizens, professionals, state and county fire groups and communities accelerate fire adaptation and resilience actions by working with the network of UCCE Fire advisors to develop and deliver comprehensive fire education for diverse audiences, supporting individual and workforce development, and action planning.

The AC will support and coordinate UC’s Fire Resilient California Program. Specific elements include:

Communications and Outreach

- Engage with UCCE Advisors and UCCE Specialists to identify priority issues and problems affecting the diverse clientele across the state,
- Work with the UC ANR Fire network to coordinate and deliver in person and on-line educational fire outreach including workshops, conferences, online classes, and other efforts. The AC will assist in program development to disseminate practical, science-based information to inform clientele using extension methods that are responsive to clientele needs and appropriate for the audience and situation.
- Coordinate and help develop fire-related position and policy papers.
- Work with the proposed online educational programming team (when funded) for the creation of a learning management system that delivers a toolkit of modules for micro-certification
- Assist the ANR fire team in documenting impacts and prepare reports of the team’s efforts.

Advocacy

- Work with UC ANR Fire network to support engagement with key contacts with policy leaders in Sacramento and other California locations to promote progress in fire efforts and to pursue new funding opportunities.
Project management and Development

- Be Principal Investigator as appropriate for select project(s); provide coordination for program reporting.
- Help in the development of research and outreach proposals for the team

Counties of Responsibility. The position will be providing support for fire work throughout the state.

Reporting Relationship: The Academic Coordinator serves under the administrative guidance of the University of California Cooperative Extension Director Placer County. Initially, program oversight will come from the two Vice Provosts with input from the statewide ANR Fire Program lead.

Qualifications and Skills Required

Required Qualifications

Education: A minimum of a master’s degree is required in natural resource management, fire, or related area at the time of employment.

Additional Requirements

- General knowledge of fire science management.
- Ability to develop training and educational materials – especially video and for online.
- Ability to communicate complex concepts in simple ways with landowners, land managers and academics.
- Ability to connect people and facilitate group interactions.
- Successful grant writing experience.
- Live within a daily commutable distance of the position headquarters.
- Must possess a valid driver’s license to drive a county or university-owned vehicle.
- Ability and means to travel on a flexible schedule, as needed.
- A Certified Rangeland Management or Registered Professional Forester license may be required or encouraged over time depending on the focus of the coordinators efforts,

Desired Experience

- Passion and desire to pursue a career in Extension.
- Experience in successful Extension programming or community development,
- Demonstrated ability to effectively plan, manage teams, and implement a program, including setting measurable goals and objectives.

Skills Required: To be successful, Academic Coordinators require skills in the following:

Technical Competence and Impact
The candidate should understand key concepts related to California’s fire crisis. The candidate will be able to develop strategies, and create opportunities, to design and implement a program that leads to positive changes and impact within the community and beyond.

Communication
Demonstrated excellence in written, oral, interpersonal and information technology communication skills.
Collaboration, Teamwork and Flexibility
Demonstrated ability to work collaboratively as a team member with others. Able to adapt as circumstances warranted.

Aware and willing to actively promote diversity, equity and inclusion.

Lifelong Learning
Demonstrated commitment to ongoing self-improvement - both professionally and as a person.

About UC ANR

The University of California, Division of Agriculture and Natural Resources (UC ANR) consists of a network of scientists and educators working in partnership across the California. We are committed to developing and supporting healthy food systems, healthy environments, healthy communities, and healthy Californians. UC ANR administers UC Cooperative Extension (UCCE), which is responsible for program development and delivery in the counties throughout the state of California.

Learn more about
- UC ANR at https://UCANR.edu
- UC ANR Fire Resources and Information: http://ucanr.edu/sites/fire/
- Our Strategic Initiatives http://ucanr.edu/sites/StrategicInitiatives/
- Our Public Value statements at https://ucanr.edu/sites/anrstaff/2016-2020_Strategic_Plan/Goal_5__Prioritize_programs_and_services/Public_values_statement/
- Affirmative Action: Further to the above, academic coordinators are expected to share and exhibit UC ANR’s commitment to affirmative action. Learn more of UC ANR Affirmative Action policy: http://ucanr.edu/sites/anrstaff/Diversity/Affirmative_Action/

Salary & Benefits

Salary: The beginning salary will be in the Academic Coordinator II series and commensurate with applicable experience and professional qualifications. For information regarding the Academic Coordinator series salary scales, please refer to: https://www.ucop.edu/academic-personnel-programs/_files/2022/july-2021-scales/t36-ii.pdf

This position is intended initially as a 4 year position. It will begin as one year with the renewal based on performance. The performance in this position will be evaluated annually. The merit cycle for this position will be evaluated every two (2) years. The intent is to raise more funds to continue the position beyond 4 years.

Benefits: The University of California offers comprehensive benefits including two days per month paid vacation, one day per month paid sick leave, and approximately thirteen paid holidays per year. ANR is part of UC’s Family-Friendly Policies. For more information, refer to the UC Benefits website at: http://ucnet.universityofcalifornia.edu/

How to Apply

If interested in this position, please visit: https://recruit.ucanr.edu/ and choose “applicants” (refer to position #21-32).
Fire Coordinator - Academic Coordinator II

Closing Date: To assure full consideration, application packets must be received by February 6, 2022 in the UC Recruit system.

Questions?
Contact Tatiana Avoce; email: tavoce@ucanr.edu

Applicants may wish to explore the UC Davis Services for International Students and Scholars web page at https://siss.ucdavis.edu/ as a resource.

University of California Cooperative Extension

Please note the UC Policy on COVID vaccination and working for UC: For the safety and well-being of the entire university community, the policy will require, with few exceptions, that all students, faculty and staff be vaccinated against the COVID-19 virus before they will be allowed on campus or in a facility or office." Please visit https://ucnet.universityofcalifornia.edu/news/2021/07/ucs-covid-19-vaccine-policy.html for more information.

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age or protected veteran status.

As of January 1, 2014, ANR is a smoke- and tobacco-free environment in which smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes), is strictly prohibited.