Sustainable Food and Farming Coordinator
Academic Coordinator II

UC ANR Internal Search

Only current UC ANR employees may apply for this position

Position Overview

Location Headquarters: UC ANR, 2801 Second St., Davis, California

Purpose: The Academic Coordinator will support the mission of the UC Sustainable Agriculture Research and Education Program (SAREP), which “supports and conducts research and education on agriculture and food systems that are economically viable, conserve natural resources and biodiversity, and enhance the quality of life and equity in the state’s communities.”

The Academic Coordinator works at the intersection of farming practices and food systems sustainability to meet the needs of diverse clientele groups in their efforts to design and build sustainable and resilient production and distribution models. Under the general supervision of SAREP Director or Associate Director, the Academic Coordinator will utilize applied knowledge from practitioners coupled with the latest science-based information on agricultural production practices, marketing and economic resilience, and social equity, to employ a whole-systems, community-based approach to coordinate applied research and outreach initiatives, create and maintain networks of partners within and beyond the university, and work with SAREP team members and other partners on fundraising, administering grants, and targeting engagement and communication with multiple stakeholders and clientele groups, such as farmers, food hubs/distributors and food service directors, and researchers.

Major Duties and Responsibilities

Programmatic Competence includes:

- Participate in planning and coordinating statewide and regional educational and outreach programs in the Agriculture & Environment and the Sustainable Food Systems themes to address the identified priority needs of the clientele that are consistent with SAREP’s Strategic Goals and UC ANR’s Strategic Vision.
- Evaluate outreach efforts and academic program activities to monitor impacts.
- Employ educational methods that are responsive to and respectful of clientele needs and appropriate for the audience and situation, particularly with respect to race, ethnicity and culture.
- Establish and maintain networks and help connect external stakeholders with agricultural sustainability-related work within UC ANR and the UC system. Liaise with representatives of statewide and local public and private agricultural and food systems organizations.
• **Leadership:** provide leadership, coordination, and organizational support to the research, engagement and communication efforts within the Agriculture & Environment thematic area, the Food Systems thematic area and support the UC SAREP Director in leadership of the overall program. Model and support a good team working environment and remain open to exploring new ideas and innovative changes.

• Follow UC ANR policies as required to implement all program activities.

• **Administrative Policy:** Understand and uniformly apply UC, governmental, and other external policies; provide useful and timely feedback; take timely disciplinary action within UC and state procedures, if necessary; and work with staff in advance of deadlines for required records and reports.

• **Budget:** Play a moderate role in securing resources for this position as part of the SAREP team, as well as funds for supplies, travel and subcontracts to carry out program goals. Under the general direction of SAREP Director or Associate Director, effectively manage and equitably allocate resources among programs and established priorities; monitor the use of resources and comply with all relevant policies. Oversee and administer grants and manage budgets and accounts in a way that promotes efficiency, effectiveness and accountability, by working with the SAREP team and UC ANR staff as needed to maintain account balances and ensure that funds are spent appropriately and according to the funders’ regulations. Ensure timely project reporting to extramural funders, as well as review of ledgers and effort certification on grants supported by the position.

**Reporting Relationship:** The academic coordinator serves under the administrative guidance of the University of California Director of SAREP.

**Qualifications and Skills Required**

**Required Qualifications**

**Education:** A Master’s Degree in an appropriate field (community development, human ecology, geography, agricultural sciences, agricultural and resource economics, sociology/anthropology) is required at time appointment.

**Preferred Qualifications**

• Specialty and/or professional experience must demonstrate capacity or potential to coordinate and implement team-based research and education programs consistent with the programmatic mission and values of UC SAREP and UC ANR.

• Excellent organizational, project management and interpersonal skills, with expertise in an area relevant to contemporary issues in sustainable agriculture and food systems in California.

• Demonstrated superior professional ability, outstanding accomplishments in job-related activities and the ability to fulfill their responsibilities independently, yet in coordination with others.

• Expertise in managing information and knowledge from multiple sources, and in conducting collaborative outreach with community clientele, with attention to diversity, equity, and inclusion.

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

**Technical Competence and Impact**

The candidate should understand key sustainability concepts and current issues affecting the sustainability of agriculture and food systems in California. The candidate will be comfortable working with collaborators across a broad range of academic disciplines and taking leadership in synthesizing
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and communicating key concepts drawn from different disciplines. The candidate will also have experience with outreach and engagement to diverse communities and stakeholders.

**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 warrant. Promote diversity, equity and inclusion.

**Lifelong Learning**
Demonstrated commitment to ongoing self-improvement - both professionally and as a person. The candidate should be committed to staying abreast of the latest developments in food systems and agricultural sustainability issues, science, and policies.

Learn more about Skills and Areas of Programmatic Review (including Professional Competence, University and Public Service and Affirmative Action and DEI) at:
https://ucanr.edu/sites/Professional_Development/files/355229.pdf

### 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 state of California. We are committed to developing and supporting healthy food systems, healthy environments, healthy communities, and healthy Californians. UC ANR administers Statewide Programs and Initiatives (SWP/I’s) that focus research and extension on solving priority problems that engage ANR academics and UC faculty in integrated teams to work on complex issues requiring trans-disciplinary approaches; as well as UC Cooperative Extension (UCCE), which is responsible for program development and delivery in counties throughout the state.

Learn more about
- UC ANR at https://UCANR.edu
- UC ANR SAREP at https://sarep.ucdavis.edu/
- 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, academics 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. The salary for this position will not exceed Step 1 ($72,015 annually) of the Academic Coordinator II, Fiscal Year Salary Table. 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 is not an academic career-track appointment. This position is funded for 2 years, with the possibility of renewal at 100% based on performance and as additional funding is generated for this position by the successful candidate. Funding for this position, however, will not decrease below 50%. The performance in this position will be evaluated annually. The merit cycle for this position will be evaluated every two (2) years.

Benefits: The University of California offers comprehensive benefits including health insurance, retirement plans, 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: https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

How to Apply

If interested in this position, please visit: https://recruit.ucanr.edu/ and choose “applicants” (refer to position #21-60)

Closing Date: To assure full consideration, application packets must be received by April 8, 2022.

Questions?

Contact Pam Tise email: pdtise@ucanr.edu

“Please note that successful applicants are responsible for ensuring work authorization without need of employer sponsorship for the duration of the appointment period.”

University of California Agriculture and Natural Resources

Please note the UC Policy on COVID and Flu vaccinations and working for UC: The University of California issues policies essential for the safety and well-being of the community, including requirements for employees to be appropriately vaccinated for COVID-19 and vaccinated for influenza, or to have an approved exception/exemption on file.

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, sexual orientation, gender identity, national origin, disability, age, protected veteran status or other protected categories covered by the UC nondiscrimination policy.

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.