

## Academic Coordinator II

### California Institute of Water Resources (CIWR) Serving California

#### 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:** University of California Office of the President, Oakland, CA

**Purpose:** The Academic Coordinator (ACII) will spend about 50% time managing several small ongoing CIWR programs and 50% time managing the new Nitrogen and Irrigation Management Program. The Nitrogen and Irrigation Management program will have between 7-12 people working in different counties to carry out on-farm management of nitrogen and water.



The Academic Coordinator will

- Facilitate communication between administrative and academic programs, partners and projects.
- Carry out planning, problem resolution, and administration of Institute programs and activities.
- Manage CIWRs annual funding proposal development and related competitive grant program, including developing request for proposals, evaluation protocols, coordinating reviews, grant submission, and annual reporting.
- Coordinate development of additional proposals for external funding, manage budgets and reporting, and communicate with granting agencies. Provide support for academic project teams, including developing timelines, and ensuring deliverables are produced and delivered on time.
- Review budgets, invoices, and tracking expenditures in a way that promotes efficiency, effectiveness and accountability as needed to maintain account balances and ensure that funds are spent appropriately and according to the funders' regulations.
- Prepare high quality written and attractive materials including: proposals and grant reports; program and project impact statements; blog posts, reports, briefings, executive summaries, and brochures; quarterly newsletters; and posters and presentations.
- Provide support and coordination for conferences and meetings.

**Counties of Responsibility:** The position will be providing support throughout the State of California.

**Reporting Relationship:** The Academic Coordinator serves under the administrative guidance of the Director of the California Institute of Water Resources.

## Qualifications and Skills Required

### Required Qualifications

**Education:** A minimum of a master's degree is required in agricultural, environmental or social sciences, or related areas at the time of employment.

### Additional Requirements

- Demonstrated ability to effectively plan, manage teams and implement a program, including setting measurable goals and objectives.
- Successful grant writing experience.
- Live within a daily commutable distance of the position headquarters.
- Ability and means to travel on a flexible schedule, as needed.

### Desired Experience

- General knowledge of California water.
- Passion and desire to pursue a career in Extension.
- Experience in successful Extension programming.

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

#### Technical Competence and Impact

The candidate should have sufficient Agriculture and water knowledge to synthesize and communicate key concepts drawn from different disciplines.

#### 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 CIWR at <https://ciwr.ucanr.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/](https://ucanr.edu/sites/anrstaff/2016-2020%20Strategic%20Plan/Goal%205%20Prioritize%20programs%20and%20services/Public%20values%20statement/)
- Affirmative Action: Further to the above, advisors 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/](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 definite term position is funded for two years, with the possibility of renewal. The performance in the position will be evaluated annually. The merit cycle for this position will be evaluated every two (2) years. Continuation beyond the initial two years is contingent upon a review of continuing need and the availability of funding.

**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 #21-45).

**Closing Date:** To assure full consideration, application packets must be received by **January 30, 2022** in the UC Recruit system.

## Questions?

Contact Alma Jackson; email: [ajackson@ucanr.edu](mailto:ajackson@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.

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*University of California Cooperative Extension*

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**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.