

University of California
Agriculture and Natural Resources

POSITION VACANCY ANNOUNCEMENT

**University of California Cooperative Extension
Division of Agriculture and Natural Resources**

**Forest Stewardship Education
Academic Coordinator I
AP #19-06**

Location Headquarters: UC ANR, Davis, California

SUBMISSION DATE: To ensure full consideration, submit materials by September 8, 2019. Those received after September 8, 2019 may be considered if the position has not yet been filled. (open until filled)

POSITION PURPOSE: The University of California, Agriculture and Natural Resources (UC ANR) is seeking a Forest Stewardship Education Academic Coordinator I to develop and oversee a forest stewardship education program for private forest landowners to help them manage their forests for resilience from wildfire, insect outbreaks and other disturbances. The academic coordinator will serve as a liaison between UC ANR academics, other forest professional and the general public to provide education on forest restoration, fuels reduction projects, permitting, and grant or cost-share opportunities. The incumbent will support the distribution of research-based information through the development of forest stewardship curriculum and the dissemination of information via electronic and in-person formats.



Additional responsibilities include identifying extramural fund development opportunities, and developing a system to track project performance.

The Academic Coordinator position is a non-career track position. The position is a two-year term appointment. Performance in the position will be evaluated annually. The position will be extended based on performance and availability of funding with a merit cycle every two years.

BACKGROUND: University of California, Division of Agriculture and Natural Resources, is the statewide division of the University of California that administers Cooperative Extension, which is responsible for local program development and delivery throughout the state of California. University of California Cooperative Extension (UCCE) is a network of colleagues with a focus on research, education programs, and outreach to resolve local challenges in communities where they live and work. UC ANR is the bridge between local issues and the power of UC Research. UC ANR's CE advisors, CE specialists, academic coordinators, Agricultural Experiment Station (AES) faculty, staff, and volunteers develop and deliver practical, science-based solutions that contribute to healthy food systems, healthy environments, healthy communities, and healthy Californians.

Our priorities in research, education, service, and resource allocation are guided by the UC ANR Strategic Vision ([http://ucanr.edu/About ANR/Strategic Vision/](http://ucanr.edu/About%20ANR/Strategic%20Vision/)). There are 5 strategic initiatives that ANR is currently focusing on: Endemic and Invasive Pests and Diseases (EIPD), Healthy Families and Communities (HFC), Sustainable Food Systems (SFS), Sustainable Natural Ecosystem (SNE), and Water Quality, Quantity and Security (WQQS). This position will primarily address priorities found in the Strategic Plan for Sustainable Natural Ecosystems. The Strategic Plans for each strategic initiative can be found at <http://ucanr.edu/sites/StrategicInitiatives/>.

ACADEMIC EXPECTATIONS: All UC ANR Academic Coordinator appointees are responsible for performance in the areas 1) coordination of academic programs, 2) professional competence and activity and 3) University and public service.



Coordination of Academic Programs

All UC ANR academic coordinators are required to demonstrate their effectiveness in the coordination of academic programs. The criteria for evaluation may include the academic coordinator's performance in academic program planning and development; assessment of program and constituency needs; evaluation of academic program activities and functions; identification of support resources and contributions to the development of proposals for extramural funding; liaison representation with other units, agencies and institutions; and supervision and leadership of other academic appointees and staff.

Professional Competence: All UC ANR academic coordinators are required to demonstrate professional competence in their programmatic areas. Professional competence includes participation in training activities to enhance professional development, such as administrative trainings, professional conferences, or workshops. Professional competence also includes activities that reflect professional standing within the programmatic area, such as presenting at conferences or workshops, holding offices in professional societies, invited presentations, or reviewing/editing publications.

University and Public Service: All UC ANR academic coordinators are required to actively serve the University, as well as the public. University service may occur at the local, division, state, national, or international level. Examples of potential University service activities include serving on a university workgroup or committee, providing leadership in program teams, or advocacy efforts. Public service should involve activities and events in which the academic coordinator uses their professional expertise to benefit groups or efforts outside the University. Examples may include serving on external boards or councils, participating in community events, and leadership of non-University collaborative groups.

MAJOR DUTIES AND RESPONSIBILITIES:

Programmatic competence includes:

- Oversees the adaptation of existing forest stewardship education curriculum.
- Serves as liaison between UC academics, other forest professionals and the general public on information regarding resilient forests.
- Performs needs assessment to assess needs and opportunities for the forest stewardship education initiative.
- Organize and host extension activities including steering committee meetings, workshops and site visits.
- Develop a system to track project performance, gather data and report outcomes.

- Assure compliance with affirmative action policies including supporting outreach efforts to underserved and underrepresented audiences.

Collaboration, Teamwork & Flexibility:

- Oversees the distribution of research-based information to private forest landowners, working with appropriate CE specialists, CE advisors, and other forest professionals through various communication platforms and social media.
- Assists in the identification and submission of extramural fund development opportunities.



Professional Development & Lifelong Learning:

- Serve the public by participating in activities of public agencies or professional societies that address key public needs.

RELATIONSHIPS: The Forest Stewardship Education Academic Coordinator is administratively responsible to the UC ANR Central Sierra Natural Resources CE Advisor.

AFFIRMATIVE ACTION: An understanding of and commitment to UC ANR’s affirmative action goals and commitments is expected of all academic members.

EDUCATION AND EXPERIENCE:

Required qualifications:

- An earned Master’s degree or other advanced degree in Forestry, Natural Resources, Fire, Organizational Development, Education, or other related field by the appointment start date.
- Excellent written and oral communication skills.
- Experience coordinating or managing outreach and educational programs.
- Experience using Microsoft Office (Word, Excel, Publisher, PowerPoint), databases and web-based tools (calendar/documents and social media).
- Ability to organize and prioritize activities to meet programmatic work plans.
- Experience working independently and as a team member.
- Ability to travel to locations within California to host workshops.

Desired qualifications:

- General knowledge of forest health, forest management and/or fuels reduction.
- Ability to communicate with forest landowners, land managers and academics.
- Ability to connect people and facilitate group interactions.
- Successful grant writing experience.

Other special conditions of employment:

- Must possess a valid driver’s license to drive a County or University vehicle. Ability and means to travel on a flexible schedule as needed and proof of liability damage insurance on vehicle is required. Access to public transportation will not be available for most assignments. Reimbursement of job-related travel will be according to University policies. Successful candidate will participate in the DMV Pull Notice System.

SALARY: Beginning salary will be in the Academic Coordinator I rank and *commensurate with applicable experience and professional qualifications*. For information regarding Cooperative Extension Academic Coordinator salary scales, please refer to the University of California website:

<https://ucanr.edu/sites/anrstaff/files/306886.pdf>

This is not an academic career-track appointment. This position is funded 100% through June 30, 2021. The position is a two-year term appointment. Performance in the position will be evaluated annually. The position will be extended based on performance and availability of funding with a merit cycle every two 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/compensation-and-benefits>.

HOW TO APPLY:

To be considered, applicants must submit the following five components of the Application Packet via UC Recruit by visiting: <https://recruit.ucanr.edu>

1. Cover Letter
2. ANR Academic Application Form— from the ANR website at: <http://ucanr.edu/sites/anrstaff/files/277777.pdf>

Please do not send letters of reference.

3. Curriculum Vitae or Resume
4. Statement of Contributions to Diversity, Equity and Inclusion (DEI): Please submit a 1-page Statement of Contributions to DEI addressing past and/or potential contributions to diversity through personal experience, teaching, research, extension, professional activity, and/or service. This should include how you would ensure that all potential clientele have access and benefit from your program.

Guidelines for writing a DEI Statement can be found at: <https://academicaffairs.ucdavis.edu/guidelines-writing-diversity-statement>

5. College Level Transcripts: Electronic transcripts or legible scanned copies (PDF) of original transcripts will be accepted. Transcripts must identify course work completed, grades earned, degrees conferred and confer dates. Please DO NOT send transcripts that are password protected.

To submit your application materials, please visit UC Recruit at: <https://recruit.ucanr.edu/> and select "Applicants". For full consideration, application packets should be submitted in their entirety no later than September 8, 2019.

Application and associated materials will not be returned to the applicant.

A search committee will review all applications, interview candidates, and recommend individuals most suitable for the position. Please be sure your application responds directly to the qualifications noted in the position description.

Interview information:

Approximately 2 to 3 weeks after the submission deadline, applicants with appropriate and applicable education and experience will be invited to participate in a preliminary, remote interview.

The formal in-person interviews will take place approximately 2 to 3 weeks after the preliminary interviews for those applicants selected to proceed.

Please note that successful applicants are responsible for ensuring their eligibility to work in the United States (i.e. citizen or national of the United States, a lawful permanent resident, a foreign national authorized to work in the United States without need of employer sponsorship) for the duration of the appointment period.

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

For information regarding this position, please contact:

University of California, Agriculture & Natural Resources

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Internet: <http://ucanr.edu/About/Jobs>

Please refer to Position #19-06 in all correspondence

The University of California is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. 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.