Academic Coordinator in Agricultural Sciences

Dr. Elia Scudiero's Digital Agronomy Lab (https://sites.google.com/site/scudieroe/) at the Environmental Sciences Department of the University of California Riverside invites highly enthusiastic candidates to apply for a part time (50% Full-Time Equivalent equal to 20 hours/week) appointment as an **Academic Coordinator in Agricultural Data Sciences**. The successful candidate will assist Dr. Elia Scudiero in the coordination, data management, and outreach for the research activities for the project "*Artificial Intelligence for Sustainable Water, Nutrient, Salinity, and Pest Management in the Western US*"

The Academic Coordinator will apply a broad range of knowledge about grant management, project management, and federal regulations and NIFA policy. Additionally, the incumbent will utilize this knowledge base in monitoring and managing activity of faculty, students and staff at multiple participating institutions, advise project participants, and identify, analyze and recommend novel and creative solutions to problems and opportunities.

Basic qualifications for this position include: Bachelor degree, written and spoken English proficiency, great communication skills, ability to coordinate activities for diverse and transdisciplinary teams, experience (or interest to learn) on website development and maintenance, good knowledge of MS Office or similar software suites, good knowledge on use of social media for scientific outreach, good knowledge on data and code repository methods (e.g., cloud back up).
Preferred qualifications for this position include: previous experience as project manager on state or federal funds at a university research laboratory, previous experience as laboratory manager at a university research laboratory, MS degree in topics related to agriculture, hydrology, agronomy, or related fields.

Provide comprehensive academic coordination support and management for the program by:
- Maintaining the posting of information to project website and other media (outreach material including newsletters, postcards, annual reports, and other communications) for access by project personnel and stakeholders;
- Informing program leadership teams and members by ensuring availability of timely and up-to-date project reports, calendars;
- Collaborating with the Extension and Education Coordinators to ensure timely and cohesive website content and to ensure accessibility of information and data for these stakeholders;
- Leading and collaborating with others in development of summative, data-driven success stories and accomplishments to promote project achievements to a state and national audience;
- Preparing correspondence and other documents in timely fashion;
- Scheduling, organizing and implementing all logistical aspects of significant project activities and events. This includes meetings for the different project task forces, cross-state and regional meetings with and between multiple project objective team meetings, whether in-person or videoconference, and the Annual Project meeting;

- Preparing project meeting minutes on behalf of the Project Director;
- Acting independently and working with the Data Manager and Web Programmer to ensure that the project's databases and websites are maintained, up-to-date, efficient and effective to meet reporting requirements and communication objectives.

Contribute to team effort by:
- Providing additional support to the Project Director and other Principal Investigators as assigned.

The initial appointment will be for one year and may be renewed up to a total appointment length of five years, depending on performance of the successful candidate.

Please contact the Project Director, Dr. Elia Scudiero via email at elia.scudiero@ucr.edu for any questions about this position.

TO APPLY: Applicants should submit a Curriculum Vitae, Statement of Past and/or Planned Future Contributions to Advancing Diversity and provide contact information for three letters of reference to https://aprecruit.ucr.edu/apply/JPF01345. Review of applications will commence on November 15, 2020 and proceed until position is filled. For full consideration, applicants should submit their complete applications prior to the above date.

For questions on application procedures and requirements, please contact Ms. Guadalupe Figueroa, Academic Personnel, at guadalupe.figueroa@ucr.edu.

UCR is a world-class research university with an exceptionally diverse undergraduate student body. Its mission is explicitly linked to providing routes to educational success for underrepresented and first-generation college students. A commitment to this mission is a preferred qualification.

Advancement through the Academic Coordinator ranks at the University of California is through a series of structured, merit-based evaluations, occurring every 2 years, each of which includes substantial peer input.

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, age, disability, protected veteran status, or any other characteristic protected by law.