Extension Specialist, Greening Michigan Institute

Michigan Sea Grant Program Coordinator

For more information about the Michigan Sea Grant program, go to: www.miseagrant.umich.edu.

General Responsibilities:

As part of the MSU Extension Greening Michigan Institute (GMI) and in partnership with the Associate Director of the Michigan Sea Grant College Program, this position will serve as the MSU Extension Program Coordinator for the Michigan Sea Grant College Program (MSGCP).

- lead the team in collaborating on the development of Michigan Sea Grant strategic and implementation plans;
- work with staff to integrate the Sea Grant strategic plan and logic models with the Extension work plans and GMI logic models;
- act as liaison between MSU Extension and MSGCP;
- participate in program development, oversight and evaluation of Michigan Sea Grant and work in collaboration with colleagues at the University of Michigan;
- develop new funding opportunities to expand programming in the state, region and nation;
- prepare, propose and monitor program budgets and administer accounts;
- collaborate in the development and implementation of an integrative applied human dimensions research program that supports the programmatic activities of the Michigan Sea Grant College program.

Required Qualifications:

- Master’s degree in related field;
- proven leadership skills and experience in Extension program development, administration and research;
- record of increasing administrative experience, especially as related to the mission of the MSGCP;
• proficiency and evident experience in the assessment of large aquatic ecosystem management, policy and resources issues;

• able to demonstrate a record of innovative human dimensions research scholarship and external funding, as related to sustainability of aquatic systems and the impact of aquatic resources on the prosperity and well-being of society;

• excellent written and oral communication skills;

• ability to write successful research proposals, mentor graduate students and publish research findings;

• ability to work in a collaborative environment, including with other faculty, staff, and external clientele groups;

• competence in using technology for program delivery, record keeping and reporting, and team-based communications;

• understanding and commitment to equal access and opportunity and to diversity and inclusivity;

• competence in understanding and integrating diverse cultural perspectives into decisions;

• experience in managing contracts, grants and financial management;

• experience in leading program planning and implementing and evaluating teams.

Desired Qualifications:

Ph.D.

Position and Application Information:

This is a full-time, fixed-term position, of which the first agreement is three years, assuming acceptable performance of the duties. Further renewal will be based on continued funding and performance.

Interested and qualified candidates should visit www.jobs.msu.edu to apply for posting number 7169 in the MSU Extension postings. Candidates are asked to submit an up-to-date resume/CV and a cover letter that includes the names and contact information of four professional references. Application deadline is currently February 4, 2013.
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