

**Michigan State University, College of Agriculture & Natural Resources**  
**Department of Fisheries & Wildlife**  
**Michigan Sea Grant**  
**Fixed-term Special Projects Outreach Specialist**

**Position Summary**

As part of the Michigan Sea Grant College Program, this position has dual responsibilities: (1) providing leadership in special projects for facilitating *integration and partnership* among NOAA, Great Lakes Environmental Research Lab, National Sea Grant Network, and Michigan Sea Grant/Michigan State University about their research, extension, education and other programs; and (2) developing *collaborative extension, communications, and outreach programs* that draw upon the collaborators' work and that are directed towards specific Great Lakes stakeholder audiences and/or the general public.

This position will collaborate across collaborators, work with faculty, specialists and educators for advancement of the needs of NOAA, NOAA GLERL, and Sea Grant; designs, implements and evaluates programming based on basic and applied research and the needs of partners; ensures dissemination of science-based information through various methods, including multi-media, personal education and written articles; and serves as an informational resource.

Michigan Sea Grant, a cooperative program of Michigan State University and the University of Michigan, helps to foster economic growth and conserve Michigan's coastal and Great Lakes resources through education, research, and outreach. Sea Grant Extension educators and specialists are involved in planning, organizing, and implementing university-based educational programs that apply knowledge and understanding gained through research. Sea Grant staff support Great Lakes stakeholders with information and tools to make informed decisions to conserve Michigan's coastal and Great Lakes resources and enhance coastal communities.

Sea Grant Extension staff serve a variety of stakeholder groups, but no single staff can be an expert in all areas of concern to all potential stakeholders. Therefore, staff are part of a collaborative team within Michigan Sea Grant and Michigan State University (MSU), specializing in particular areas; and sharing their knowledge and skills with colleagues in other parts of the state, Great Lakes region and nation. The person in this position will work collaboratively with the team of Sea Grant, MSU, and NOAA professionals to provide overall leadership on special projects for NOAA GLERL, NSGO, and Michigan Sea Grant/MSU. This person will collaborate with other partners to support activities related to facilitating NOAA, Sea Grant, and Extension integration and partnerships for collaborative research, extension, education, or other programs; and develop collaborative special projects.

This position is a full-time, end-dated appointment renewable annually based upon successful performance and continued funding.

**Required Degree**

Master's degree

### **Minimum Requirements**

- Master's degree from an accredited institution in a field of study related to freshwater coastal wetlands, fisheries or wildlife ecology, water quality, land use, planning, natural resources, or related field must be earned by date of hire;
- Demonstrated ability and skill in educational program planning, implementation and evaluation;
- Proven ability to create and carry-out a project plan from research of initial concept to project completion and follow-up;
- Other requirements per MSU employment guidelines.

### **Desired Qualifications**

- 3-years' experience in Extension program delivery or demonstrated ability and skill in educational program planning, implementation and evaluation (relevant experience acquired within the last 5-years preferred);
- Demonstrated effectiveness in leadership, facilitation, human relations, and written and oral communications;
- Proven record of working with State, Federal, and community based organizations and groups;
- Experience in establishing collaborations and community-based initiatives;
- Computer skills, including use of word processing, spread sheets, GIS, presentation software and the development of multimedia programs;
- An understanding of educational program planning and successful experience in proposal development;
- Demonstrated success in grant writing and experience managing operating budgets;
- Documented understanding of and commitment to equal opportunity, affirmative action and diversity/pluralism; and
- Demonstrated ability to work effectively with diverse audiences of all socioeconomic levels and cultural backgrounds.

### **Required Application Materials**

Applicants are asked to provide a current resume/CV, cover letter and four (4) professional references that will be contacted by the department if requested. Submit application to the MSU Job Postings site: <http://careers.msu.edu/cw/en-us/job/498631/specialist-outreachfixed-term>.

### **Special Instructions**

Review of applications will begin on 2/28/2018 and will continue until filled.