POSITION VACANCY ANNOUNCEMENT

University of California Cooperative Extension
Division of Agriculture and Natural Resources

4-H Science, Technology, Engineering and Mathematics
Focus: Animal and Agriculture Science and Natural Resource Education
Statewide Youth Development Program
Academic Coordinator II
AP # 19-09

LOCATION HEADQUARTERS: UC ANR, 2801 Second Street, Davis, California

CLOSING DATE: To assure full consideration, application packets must be received by December 13, 2019 (open until filled).

POSITION PURPOSE: The University of California, Division of Agriculture and Natural Resources (UC ANR), 4-H Youth Development Program (4-H YDP) is seeking a 4-H Science, Technology, Engineering and Mathematics (STEM) Academic Coordinator with a focus on animal and agriculture science and natural resource education. The Academic Coordinator leads California’s STEM Initiative to develop, strengthen, and evaluate programmatic opportunities for California’s young people in the areas of science, engineering, and technology education. This position connects with the UC ANR initiative to increase youth scientific literacy in agriculture, nutrition, and natural resources.

BACKGROUND: University of California, Division of Agriculture and Natural Resources, is the statewide division of the University of California that administers Cooperative Extension (CE), 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 and Agricultural Experiment Station (AES) faculty develop and deliver practical, science-based solutions that contribute to healthy food systems, healthy environments, healthy communities, and healthy Californians.
For 100 years, the UC ANR 4-H YDP has provided community-based youth development programming that has significantly improved outcomes for youth, families, and communities. The UC ANR 4-H YDP serves more than 70,000 young people throughout the state, in a variety of programs such as clubs, afterschool programs, school enrichment and camps. The program is delivered through county-based UC Cooperative Extension offices, in partnership with a large volunteer network of more than 13,000 people.

Our priorities in research, education, service, and resource allocation are guided by the UC ANR Strategic Vision (http://ucanr.edu/About_ANR/Strategic_Vision/). 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 Ecosystems (SNE), and Water Quality, Quantity and Security (WQQS). This position will primarily address priorities found in the Healthy Families and Communities (HFC) Strategic Plan. The Strategic Plans for each strategic initiative can be found at http://ucanr.edu/sites/StrategicInitiatives/.

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

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 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 Service: All UC ANR Academic Coordinators are required to actively serve the University. University service may occur at the local, division, state, national, or international levels. Examples of potential University service activities include serving on a university workgroup or committee, providing leadership in program teams, or advocacy efforts.

MAJOR DUTIES AND RESPONSIBILITIES: The 4-H STEM Coordinator connects their work to the latest research on out-of-school time/informal science education, positive youth development and curriculum development and implementation. With significant focus on animal and agriculture science and natural resource education, specific academic responsibilities include:

Statewide Program and Curriculum Design and Delivery

Programmatic Competence
• Conduct a comprehensive and ongoing needs assessment to determine curriculum and program development needs.
• Lead statewide and participate in or lead national STEM curriculum and program development projects relative to animal and agriculture science and natural resource education.
• Prepare culturally responsive educational materials and programs on animal and agriculture science and natural resource education for county, area and/or statewide educational activities with special emphasis in adapting activities, curriculum and programs that maintain youth from different backgrounds' interest and enthusiasm.
• Design and distribute statewide culturally responsive educational materials for 4-H volunteers and families as needed to implement animal and agriculture science and natural resource education 4-H STEM programming, including curricula and other educational materials.
• Coordinate and teach culturally responsive statewide workshops, tours, contests and training meetings related to STEM animal and agriculture science and natural resource education to build skills in youth and volunteers.
• Evaluate animal and agriculture science and natural resource education STEM-related activities and disseminate outputs, outcomes and impacts.

Communication
• Support animal and agriculture science and natural resource education 4-H STEM marketing, communication, and outreach activities. Identify and utilize methods to increase visibility and public relations for the 4-H STEM Initiative in multicultural settings.

Collaboration, Teamwork & Flexibility
• Cooperate with subject matter specialists, locally based CE advisors and agencies to provide program support to the state and promote partnerships.
• Network and provide feedback to county-based UC ANR 4-H YDP academics and staff about strategies to reach agencies and program providers that serve the youth and families.
• Represent the UC ANR 4-H YDP on various statewide and/or national committees related to the STEM Initiative.
• Contribute to development of funding strategies and resource development for the 4-H STEM Initiative.
• Provide supervision to the 4-H Animal Science Program Representative.

Professional Development & Lifelong Learning
• Maintain a program of continuous self-improvement by participating in in-service training, seminars, workshops, workgroup and program team meetings, short courses, professional society meetings and other relevant opportunities.
• Engage in professional competency development and participate in University and public service activities as assigned and required. Performing duties on some evenings and weekends, and traveling within state will be required.
RELATIONSHIPS: The STEM Academic Coordinator reports to the State 4-H Youth Development Program Director who is responsible for supervision and evaluation of the position. The incumbent will work cooperatively with the STEM Advisory committee; Science Literacy Program Team; ANR Program Teams and Workgroups; 4-H Youth Development and Youth, Families and Communities CE Advisors; CE Specialists; and other Cooperative Extension Staff.

AFFIRMATIVE ACTION: An understanding of and commitment to UC ANR’s affirmative action goals and commitments is expected of all academic members. Compliance with affirmative action policies includes supporting outreach efforts to underserved and underrepresented audiences. UC ANR Affirmative Action policy and information can be found at: http://ucanr.edu/sites/anrstaff/Diversity/Affirmative_Action/

Information on UC ANR's commitment and strategy to improve Diversity, Equity and Inclusion in the workplace, can be found in Goal 7 of the UC ANR Division 2016-2021 Strategic Plan: https://ucanr.edu/sites/anrstaff/files/291232.pdf

EDUCATION AND EXPERIENCE

Required Qualifications:

Programmatic competence

• A minimum of a Master’s degree is required, though other advanced degrees are encouraged, in education, youth or human development, or a related field.

• Previous work in animal and agriculture science and natural resource education.

• Experience developing and delivering science, engineering and technology with a focus on animal and agriculture science and natural resource education in out-of-school time programs to multicultural audiences.

• Experience developing curriculum.

• Experience or ability to demonstrate skills in program evaluation.

• Experience with program planning and budget management.

• Experience designing and implementing trainings for staff and/or volunteers.

• Knowledge of basic technologies, including word processing, e-mail, PowerPoint, the Internet, etc.

Communication

• Excellent written and verbal communication skills.

• Experience effectively managing and resolving conflict.

Collaboration, Teamwork & Flexibility

• Ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.

• Experience working collaboratively with a wide variety of multicultural stakeholders and developing productive partnerships.
Preferred Qualifications include:

- Familiarity with 4-H youth programming.
- Excellent written and verbal communication skills in Spanish.
- Experience working with volunteers and providing leadership for volunteer groups.
- Experience with the educational use of computers, the Internet, and other distance learning techniques.
- Extension experience.
- Experience supervising staff.

ADDITIONAL REQUIREMENTS: A background investigation will be required for the successful candidate, including fingerprinting and a criminal history clearance by the Department of Justice and the Federal Bureau of Investigation.

This position is subject to the requirements of California’s Child Abuse and Neglect Reporting Act (CANRA). Employment within UC ANR is contingent upon securing written acknowledgement to comply with California law.

SALARY: Beginning salary will be in the Academic Coordinator II series and commensurate with applicable experience and professional qualifications. For information regarding the Academic Coordinator salary scales, please refer to https://ucanr.edu/sites/anrstaff/files/306886.pdf

The academic coordinator position is two-year renewable term appointment with a merit cycle every two years. The performance in the position will be evaluated annually. The position will be extended based on performance and 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. For more information, refer to the UC Benefits website at: http://ucnet.universityofcalifornia.edu/

HOW TO APPLY: To be considered, applicants must submit electronically the following four components of the Application Packet via UC Recruit by visiting: https://recruit.ucanr.edu

1. Cover Letter
2. Curriculum Vitae or Resume
3. 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
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 December 13, 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.

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.

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
Academic HR
Kim Ingram
(530) 750-1282
E-mail Address: anracademicsearch@ucanr.edu
Internet: http://ucanr.edu/about/jobs/

PLEASE REFER TO POSITION NUMBER AP #19-09 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.