**University of Maine**

**Job Description**

 **Title:**​ Research and Outreach Programs Coordinator

**Unit:**​ Aquaculture Research Institute (ARI)

**Reports​ ​To:​** ARI Associate Director

**​Date:​** November 2018

**Purpose​ ​of​ ​Position:** The Research and Outreach Programs Coordinator works closely with the management team and in conjunction with the ARI advisory group to forward the mission of the ARI, specifically to develop, implement, and oversee comprehensive and integrated student research programs and outreach strategies. The position also works with the Director and Associate Director to facilitate, enhance and integrate ARI’s research, education and outreach partnerships, broadening participation and maintaining communication with affiliate organizations. This position will take an active role in the translation of ARI research for the public.

**Essential​ ​Duties​ ​and​ ​Responsibilities:**

* Develop, implement, and oversee comprehensive and integrated outreach strategies and promote student research programs for ARI.
* Coordinate regional partnerships with affiliated outreach and/educational institutions
* Lead Education and Outreach Subcommittee.
* Oversee undergraduate internships and capstone research programs.
* Assist in planning speaker seminars, conferences, and workshops.
* Collaborate on evaluation and reporting.
* Co-develop communication materials (webpage, printed materials, social
* media).
* Support the internship placement of students with external partners.
* Maintain accurate and detailed records of education-research-outreach outputs and outcomes.
* Translate science using external partners as conduits for STEM outreach.
* Collaborate on communications and outreach strategies, and strategic planning for the campus Aquaculture Research Center’s (ARC) facility.
* Work effectively and cooperatively with department members, UMaine administration, the campus community, and external stakeholders.

**Knowledge​ ​and​ ​Skill​ ​Qualifications:**

The position is in support of interdisciplinary ARI activities dealing with outreach, research and education in solutions-driven sustainability science. This position requires substantial computer skills, excellent oral and written communication skills, and ability to interact with partners and stakeholders. Candidate must have the ability to successfully complete tasks within a dynamic, evolving organization.

**Required:**

* MS/MA and 3 years combination of education and/or experience in Marine Science, Conservation Sciences, Ecology and Environmental Sciences, Environmental Education, or related fields required.
* Background in aquaculture or seafood related research and outreach.
* STEM education experience.
* Marine curriculum development experience.
* Demonstrated written and oral communication skills.
* Ability to travel throughout state, normally requiring a driver’s license.
* Excellent organizational skills.
* Ability to work independently as well as in a team environment.

**Preferred:**

* MS/PhD in aquaculture or marine education related field.
* Familiarity with Maine’s aquaculture resources.
* Foundation and grant writing skills.
* Demonstrated experience working as part of an interdisciplinary team.
* Experience with promotions, social media, or science communication campaigns.
* Demonstrated skill in science communications.

**Supervision​ ​Responsibilities:​** Supervises undergraduate students as required by evolving tasks within ARI.

**Evaluation:​** In the initial six months of employment and then annually thereafter in accordance with the UMPSA collective bargaining unit.

**Work​ ​Schedule:**​ Normal University of Maine business hours are Monday through Friday 8:00 AM to 4:30 PM. Work beyond regular hours to include evenings and weekends may be necessary in order to meet the requirements of the position.

**Position Type:** On-going, base budgeted.

**Work Year:** Full-time, fiscal year position.

**Job Family/Salary​ ​Band:** 11/04.

Appropriate background checks required.

All UMS employees are required to comply with applicable policies and procedures, as well as

to complete applicable workplace related screenings, and required employee trainings,

such as Information Security, Safety Training, Workplace Violence and Sexual Harassment.