**University of Maine**

**Job Description**

**Title**: Sea Grant Professional I/Marine Extension Associate (Aquaculture HUB Coordinator)

**Department**: Maine Sea Grant Program

**Date:**  October 2019

**Reports To:** Associate Director/Extension Program Leader

**Purpose**: The Sea Grant Professional I is a member of the Maine Sea Grant Marine Extension Team (MET), and will, in cooperation with other agencies and organizations, be tasked with supporting the planning, development and implementation of an Aquaculture Hub. The functions of the Hub are to:

* Situate aquaculture as a diversifying and strengthening industry for coastal economies, through multiple-levels of integration to strengthen Maine’s working waterfronts.
* Address barriers, particularly workforce development and professional training for producers.
* Create programming that will strengthen and broaden existing collaborations, to support industry innovation and provide targeted evaluation for iterative improvements and future investments.
* Plan, develop, implement, and evaluate outreach programs and demonstration projects.

The Professional will also conduct related advisory activities in the interest of sustainable use and development of the region’s marine and coastal resources, with particular emphasis on aquaculture.

# **Essential Duties/Responsibilities:** The Sea Grant Professional I will work with the Hub Steering committee, members of the MET, and collaborators to perform the following duties associated with establishing and implementing the Aquaculture Hub:

# **Coordinate *expanded aquaculture training in response to workforce needs*.** The Sea Grant Professional I will work with Hub members to coordinate the expansion of our successful Aquaculture in Shared Waters (AQSW) training to include a more advanced curriculum, and will continue a longitudinal study of AQSW participants and program evaluation using social science methods to assess the program and provide feedback on effectiveness and needs.

# ***Support the development of a 10-year roadmap for aquaculture in Maine*.** Assist Hub members in delivering a series of stakeholder and industry focus groups to reexamine the 2010 aquaculture economic development plan, assess the state’s progress in its implementation, and construct a new set of action items designed to guide the state’s aquaculture development for the next 10 years.

# **Assist MESG management and the Maine Aquaculture Hub Steering Committee to build capacity within Maine’s aquaculture industry by *establishing a responsive call for proposals* that encourages industry leaders to identify the most effective means of achieving growth.** This activity will (1) Incorporate needs from 2019 assessments into focused discussions with stakeholders to develop a call for proposals; (2) establish an annual process to target identified industry needs; (3) strategically invest in expansion and diversification needs of the industry.

# ***Support the evaluation of impacts of the transdisciplinary Hub*, and the effectiveness of the Hub's programming with a focus on long-term sustainability.** The position will support social scientists in conducting electronic surveys and interviews with participants in the transdisciplinary Hub and those funded by the RFP to assess the effectiveness and provide feedback necessary to improve and inform future investments. Compile and share social science and evaluation data to project partners and other users, to improve future collaborations and to inform future industry support.

# **Contribute to the development of inter-organizational working agreements to sustain Hub and industry engagement – *Formalizing the Hub*.** Build coordination capacity and formalize working agreements among Hub members with a commitment to productive and efficient efforts to invest in industry-led initiatives and provide diverse stakeholders the chance to engage in discussions designed to attend to emergent industry needs and barriers to growth.

**Knowledge and Skill Qualifications**:

**Required:**

* B.S. or B.A. in marine aquaculture or related field.
* Demonstrate the ability to work as part of a group, but also as a self-starter, working sometimes with significant independence.
* Computer proficiency.
* Strong skills in written and oral communication.
* Ability to travel extensively, normally requiring a valid driver’s license.

**Preferred:**

* An advanced degree or five years of applied research, outreach or community development experience in these fields.
* Significant experience in educational programming and project coordination.
* Experience as an industry collaborator or direct experience with aquaculture or fishing industries.

# **Supervisory Responsibilities:** None

**Evaluation of Performance**: The Marine Extension Associate reports to the Maine Sea Grant Associate Director and Extension Program Leader, who will conduct required performance evaluation in collaboration with the Maine Sea Grant Director, peers and clients in accordance with the University of Maine’s Professional Staff Association (UMPSA) agreement.

**Work Schedule:** Normal University of Maine business hours are Monday through Friday, 8:00 am to 4:30 pm. Occasional work beyond regular business hours (to include nights and weekends) will be necessary in order to meet the requirements of the position. The employee will establish regular office hours and in consultation with the supervisor, adjust the work schedule as necessary.

**Work Year:** 12-month (fiscal year) appointment.

**Position Type:** Soft money funded position, with renewal possible, dependent on funding availability and performance.

**Work Year**: 12-month (fiscal year) appointment.

**Work Environment/Dynamics:** The work place for this position in Maine is expected to be the Darling Marine Center, in Walpole, ME. The nature of the work as an extension associate requires independence and initiative since, as a field-based position, daily guidance from a supervisor is not available. As a salaried employee, the normal workweek is 40 hours. The employee is not required to be on call, however, there are occasions when work related activities fall outside regular business hours. Modifications to the plan of work and/or job description are made in collaboration with the supervisor and the employer and advisory committee.

**Job Family/Salary Band**: 14/03.

Appropriate background checks are 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.