



University of Maine Job Description

TITLE: Program Coordinator
DEPARTMENT: Center for Research on Sustainable Forests
REPORTS TO: Dr. Sandra De Urioste-Stone

Purpose: The Program Coordinator works as part of an interdisciplinary team of faculty and students from a variety of units at UMaine. This position will (1) maximize outcomes from work on interdisciplinary teams, (2) collaborate in drafting multi-authored, stakeholder-driven peer reviewed publications, (3) develop and foster innovative teaching skills, (4) use project management skills to facilitate an interactive learning environment for faculty, students, and partners, and (5) extend their professional networks while working closely with regional conservation partners and academics. The work relies on strong collaboration with stakeholders and an ability to work with interdisciplinary groups.

Essential Duties and Responsibilities:

- Assist with graduate student recruitment and retention efforts.
- Co-develop communication and recruitment materials (webpage, printed materials, social media)
- Support the internship placement of graduate students with external partners.
- Create and maintain a communication system between NRT trainees, core faculty, and partners.
- Organize pre-internship orientation workshop.
- Maintain accurate and detailed records of program activities, processes, and education research-outreach outputs and outcomes.
- Coordinate logistics for annual retreat.
- Support assessment efforts while coordinating with the external evaluator on data collection and analysis activities linked to trainee success metrics.
- Facilitate yearly interdisciplinary research seminars.
- Assist in drafting annual progress and technical reports.

Knowledge and Skill Qualifications:

Required:

- MS in Human Dimensions of Natural Resources, Conservation Social Sciences, Ecology and Environmental Sciences, Environmental Communication, or related fields required.
- Demonstrated written and oral communication skills.
- Proficiency with use of computers, including databases and spreadsheets.
- Excellent organizational skills.
- Ability to work independently as well as in a team environment.



Preferred:

- PhD in Human Dimensions of Natural Resources, Conservation Social Sciences, Ecology and Environmental Sciences, Environmental Communication, or related fields.
- Familiarity with New England and its resources.
- Experience with promotions, social media, or science communication campaigns.
- Demonstrated experience working as part of an interdisciplinary team.
- Interest/experience with teaching.

Supervisory Responsibility: The successful candidate will be responsible for mentoring undergraduate student assistant.

Work Environment: Work will take place at the University of Maine (Orono, ME, U.S.A.). The employee will be expected to work collaboratively with NRT faculty, graduate trainees and partners, while responding flexibly and creatively to input from the Supervisor.

Work Year: Full-time, fiscal year appointment (start date as early as November 1, 2018).

Work Schedule: Normal UMaine business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Due to the nature of the position, work beyond regular hours (may occasionally include evenings and weekends) will be necessary to meet the requirements of the position. The employee shall establish regular office hours and in consultation with the supervisor, adjust the work schedule as appropriate.

Position Type: Soft-money funded, contingent upon external funding and successful performance. Current funding is available through August 31, 2023.

Schedule for Evaluation: In the initial six months of employment and annually thereafter in accordance with the UMPSA agreement.

Job Family/Salary Band: 11/03

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.

Please visit the Employment at UMaine website to [apply for the position](#).