Rachel Carson College (https://rachelcarson.ucsc.edu/) at the University of California, Santa Cruz (UCSC) invites applications for an Academic Coordinator of the Sustainability Studies Program, under the direction of the program director. The Academic Coordinator will provide oversight and coordination across program courses to ensure that learning objectives dovetail while promoting cooperation among instructors; inform faculty from other departments on academic programs and courses offered through Rachel Carson College; assist in academic program planning and development, coordinating developments that implicate multiple departments; recruit project mentors, technical/content experts, and other volunteers; determine project needs including human resources and access to facilities, equipment and safety / technical training; manage relations with off-campus project partners and/or campus staff supporting student projects; coordinate outreach and event planning efforts with Sustainability Office, Career Center, and Academic Departments; supervise PSI intern to conduct outreach activities including representation at campus events, online presence, newsletters, calendar submissions; research fundraising opportunities, meet with potential funding agents, assist with grant writing and coordinate fundraising efforts (e.g. Giving Day).

Applicants with expertise and experience in design and execution of undergraduate research projects, strong knowledge of pedagogy in both STEM and Social Science fields, experience with soliciting project mentors and working with organizations that offer student internships, and a record of successful grant writing are strongly encouraged to apply.

ACADEMIC TITLE
Academic Coordinator I

SALARY
Commensurate with qualifications and experience.

BASIC QUALIFICATIONS
- Master’s degree (or equivalent foreign degree) in Science Education or comparable field
- A minimum of three years experience working with college undergraduates in sustainability-related areas
- Leadership experience with undergraduate programs

PREFERRED QUALIFICATIONS
Ph.D. (or equivalent foreign degree) in Science Education or comparable field.

POSITION AVAILABLE
July 1, 2018.

DURATION OF POSITION
Initial appointment will be part-time (ten hours/week) for one year, with the possibility of reappointment. Should the hiring unit propose reappointment; a review to assess performance will be conducted. Reappointment is also contingent upon the availability of funding.

APPLICATION REQUIREMENTS
Applications are accepted via the UCSC Academic Recruit online system. All documents and materials must be submitted as PDFs.

APPLY AT https://recruit.ucsc.edu/apply/JPF00519
Please refer to Position #JPF00519-18T in all correspondence.
Documents/Materials

- Letter of application that briefly summarizes your qualifications and interest in the position (required)
- Curriculum vitae (required)

RECRUITMENT PERIOD

Full consideration will be given to applications completed by April 23, 2018. Applications received after this date will be considered only if the position has not been filled.

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status. UC Santa Cruz is committed to excellence through diversity and strives to establish a climate that welcomes, celebrates, and promotes respect for the contributions of all students and employees. Inquiries regarding the University's equal employment opportunity policies may be directed to the Office for Diversity, Equity, and Inclusion at the University of California, Santa Cruz, CA 95064 or by phone at (831) 459-2686.

Under Federal law, the University of California may employ only individuals who are legally able to work in the United States as established by providing documents as specified in the Immigration Reform and Control Act of 1986. Certain UCSC positions funded by federal contracts or sub-contracts require the selected candidate to pass an E-Verify check (see https://www.uscis.gov/e-verify). More information is available at the APO website (see https://apo.ucsc.edu/policy/capm/104.000%20.html) or call (831) 459-4300.

UCSC is a smoke & tobacco-free campus.

If you need accommodation due to a disability, please contact the Academic Personnel Office at apo@ucsc.edu (831) 459-4300.

VISIT THE APO WEB SITE AT http://apo.ucsc.edu

3/19/18