

# California State University, Fresno Foundation

## COORDINATOR OF RESEARCH, OPERATIONS, AND ACTIVITIES – INSTITUTE FOR FOOD AND AGRICULTURE (IFA)

JOB ANNOUNCEMENT #24-605

<b>POSITION SUMMARY:</b>	<p><b>Full-time, benefited position with the Institute for Food and Agriculture (IFA) through the California State University, Fresno Foundation.</b> IFA is an affiliate of the California Agricultural Technology Institute (CATI) in the Jordan College of Agricultural Sciences and Technology at California State University, Fresno. IFA provides pre- and post-award support for faculty and staff engaged in a wide range of agricultural research projects and coordinates agricultural technology development, training, and demonstration activities for industry. IFA also provides support for faculty and students engaged in international research and learning experiences as well as facilitate visits from international scholars to the Jordan College.</p> <p>The Coordinator of Research, Operations and Activities (Coordinator) requires a leader with a strong background in innovation, research, and outreach. Along with the IFA Director, the IFA Coordinator of Research, Operations, and Activities will assist in the development and implementation of strategies that support grantsmanship, industry partnerships, and collaborations both within and outside of Jordan College.</p> <p>The position is funded for at least three (3) years with annual renewal dependent upon high quality performance. Under the general supervision of the Dean of the Jordan College of Agricultural Sciences and Technology and in collaboration with the IFA Director, the incumbent will work closely with faculty in the Jordan College to fulfill the Institute for Food and Agriculture’s (IFA) mission.</p>
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>The responsibilities of this position include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Developing and maintaining IFA budgets and operational policies and procedures.</li> <li>• Integrating IFA operations and activities with other California Agricultural Technology Institute (CATI) Centers and with the Jordan College’s academic programs.</li> <li>• Collaborating with all programs within the Jordan College and promoting collaborations with other institutions.</li> <li>• Representing IFA to external audiences and developing productive relationships with the agricultural community including industry, organizations, and agencies.</li> <li>• Generating external support for IFA’s research and outreach programs, as well as matching CATI funding for research and dissemination.</li> <li>• Working with faculty and staff to initiate and support IFA applied research and outreach programs.</li> <li>• Overseeing activities which include internally and externally funded research and outreach programs.</li> <li>• Selecting, supervising, and evaluating staff, graduate fellows, and undergraduate student assistants.</li> <li>• Working with a diverse group of faculty researchers.</li> <li>• Other duties as assigned.</li> </ul>
<b>POSITION REQUIREMENTS:</b>	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• Bachelor’s degree in agriculture, business, food science, nutrition, animal science, or related disciplines.</li> <li>• Three (3) years of successful experience in managing and conducting applied research program(s) and demonstrated success in obtaining extramural funding and working with external constituencies.</li> <li>• Evidence of research and collaboration with industry groups and government agencies and a record of grantsmanship and with successful funding outcomes.</li> </ul>

	<ul style="list-style-type: none"> <li>• Knowledge of strategic planning, financial management, organizational and personnel management, and project management.</li> <li>• Entrepreneurial ability to establish fruitful working relationships with industry and government on agricultural sector challenges.</li> <li>• A history of regular attendance and positive performance evaluations.</li> <li>• Ability to: <ul style="list-style-type: none"> <li>○ Articulate and communicate research goals and interact with university research professionals, as well as those in business and government.</li> <li>○ Exercise leadership in a highly consultative environment.</li> <li>○ Maintain effective working relationships with a culturally and ethnically diverse population, including faculty, staff, students and community members.</li> </ul> </li> </ul> <p><b><u>Preferred Specialized Experience:</u></b></p> <ul style="list-style-type: none"> <li>• A Master’s degree in business, agriculture, food science, nutrition, animal science, or related disciplines.</li> </ul>
<b>COMPENSATION:</b>	<b>\$5,546.67 - \$5,833.33 per month (\$66,560 - \$70,000 annual).</b> Benefits include medical, dental, vision, life insurance, 401(k), vacation, sick and holiday pay.
<b>DEADLINE:</b>	<b>Application review begins <u>May 8, 2024</u>. Position will remain open until filled.</b>
<b>TO APPLY:</b>	<p>Please visit the Auxiliary Human Resources page at <a href="https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html">https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html</a> for job announcement and application.</p> <p>E-mail completed application &amp; resume to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a></p>

**RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION**

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>  
Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.*

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