

**Academic Coordinator in the Department of Land, Air & Water Resources:
Manager, Ecosystem Restoration Program Project Review Office**

Title: Academic Coordinator in the Department of Land, Air & Water Resources, UC Davis Campus

The Academic Coordinator position is a career academic appointment within the Department of Land, Air and Water Resources on the UC Davis Campus. This position is an essential part of the scientific peer review process for projects and proposal solicitations developed by the California Department of Fish and Wildlife (CDFW), with a special emphasis on ecosystems of the San Francisco Bay-San Joaquin Delta and its watersheds and tributaries. This position will serve as Manager of the Project Review Office housed on the UC Davis Campus. The position will be responsible for the administration and coordination of new proposal reviews, evaluation of ongoing projects, organizing educational and scientific workshops and other events, and providing advice and support for scientific reviews conducted by the CDFW. The position will also involve office management and participation in University, professional and public service committees.

The primary duties of the position are to identify and recruit the best scientific and technical experts available from various disciplines to advise the CDFW about funding proposals and about the progress of projects already underway. Specific key tasks include:

- Identify, recruit and manage various scientific peer review panels in all aspects of ecosystem restoration (e.g. hydrology, aquatic ecology, limnology, fisheries, fluvial geomorphology, wetland sciences, air and water quality, climate change, greenhouse gas emissions, etc.).
- Manage all aspects of proposal reviews and mid-course project reviews.
- Provide scientific and administrative advice to CDFW on its approach to peer review and scientific quality.
- Create and deliver workshops and other events that educate those involved with the development, review, and implementation of CDFW projects, especially those in the Delta.

MAJOR RESPONSIBILITIES:

Coordination and Management of Peer Reviews (65%)

- Manage delivery of all reviews requested and authorized by ERP staff. This includes communication with agency staff about information and type of review desired (e.g. individual, panel), assessment of scientific expertise needed to review assignment, research and recruitment of appropriate experts, monitoring of progress of reviewers, evaluation and delivery of reviews, and payment of honoraria to reviewers as appropriate. Types of projects reviewed include grant proposals for open solicitations or directed actions, technical documents (e.g. conceptual models, adaptive management plans, scientific reports), or ongoing projects needing evaluation, direction or mid-course advising. Reviews can be individual external reviews, panel reviews, or combinations of these methods.
- Identify, contact, and recruit potential scientific reviewers in all subject areas related to the program. Develop and maintain a database of reviewers, including expertise, affiliations, contact information, past reviews, and other relevant data for record keeping and possible future recruitment. Remain current in the various scientific fields needed for the program (such as aquatic ecology, watershed science and hydrology, fisheries, climate change, air and water quality, greenhouse gas emissions,

flood management, revegetation, bio-remediation, etc.) and key academic, consulting and agency experts in each of these topical areas.

- Coordinate the work of review panels as needed to ensure high quality and timely delivery to and acceptance of their finished products by ERP staff. Serve as principal liaison between UC Davis, ERP staff and the review panelists. Conduct debriefing sessions with the ERP staff on panels to adaptively manage the process and improve future proposal submissions.
- Advise ERP staff on issues related to scientific peer reviews. Develop and improve systems and processes for objective, high quality scientific and technical review of proposals and projects. Advise ERP staff on appropriate peer review questions and modify review forms to fit the needs of each project. Learn existing proposal review requirements and procedures and adopt new systems and procedures to streamline processes as necessary.
- Support the ERP's web-based proposal submission and review system when it is needed and available for use for ERP reviews. Work closely with ERP staff and technical support staff on the web site reviews to help ensure a well maintained and up-to-date web site and related Internet access to run the program.
- Keep up on the latest trends and research and the academic, consultant and agency experts in various disciplines related to aquatic ecosystem restoration and watershed management. Keep up on issues related to peer review in general, including confidentiality issues, conflicts of interests, etc., and advise ERP staff and others of relevant issues as needed.

Administration and Financial Management (20%)

- Manage the operations of the ERP Project Review Office. This includes compliance with state agency and university requirements, interaction and meetings with ERP staff, participation on committees or working groups within the ERP as needs arise, and development of reports as necessary.
- In coordination with UC Davis financial management staff, carry out financial tasks as needed by the ERP and UC Davis to ensure that budgets are developed and followed, invoices and payments are made, and financial records are accurate and up-to-date.
- Work with UC Davis staff to ensure arrangements and logistics for all external written reviews and panel reviews. This includes travel and meetings logistics, Internet and phone support, payment of honoraria, materials development, etc.
- Assist University and UC Davis Department of Land, Air & Water Resources (LAWR) finance and support staff to ensure timely and accurate payments and financial reporting.
- Review and revise the annual budget for the program with ERP representatives as needed to ensure sound fiscal management.
- Supervise or otherwise manage support staff, interns or students and others as part of carrying out the duties of the program. Assign work tasks and provide direction/assistance as needed for staff members to carry out the functions of the Project Review Office.
- Assist the Principal Investigator in managing the Project Review Office as part of LAWR. This includes attendance at key staff or departmental meetings, developing recommendations for office improvements and systems, assisting in space and materials decisions and related activities.

Public Outreach, Events, Courses, Research, University and Public Service (15%)

- Work with ERP staff to manage all meetings (workshops, panel reviews, and other events) that are open to the public. This includes coordinating or supporting the development of public agendas, web-based communication, promotional list-serves, facilities setup, and post-meeting communications.
- As requested or approved by ERP staff, work with the Principal Investigator for the Project Review Office and ERP staff to create, develop and implement educational programs or events directly related to the Ecosystem Restoration Program. These might be conferences, symposia, training events, classes or other venues that advance the objectives and needs of the Bay-Delta Ecosystem Restoration Program and UC Davis. As needed, coordinate work of other UC Davis staff to implement and deliver these educational events.
- Conduct research, teaching or writing activities, and participate in programmatically-related committees or organizations related to advancing the objectives of the Bay-Delta Ecosystem Restoration Program.
- Participate on University committees or professional organizations to strengthen the program and broaden professional interests.

Selection Criteria (Basic Qualifications):

- MS or PhD degree in a discipline related to ecology, fisheries, aquatic restoration, watershed science, or environmental science, management, and/or policy.
- Required knowledge in a scientific or environmental policy field related to ecosystem restoration and management.
- Exceptional administrative, management, oral and written communication, and database skills are required.
- Knowledge and experience with grant-writing/funding and program evaluation is strongly encouraged.
- Demonstrated experience in environmental research is highly desirable.
- Candidate must possess experience in an agency, academic program, or consulting firm in a field directly related to ecosystem restoration.

Salary: Commensurate with qualifications and experience.

Applications: Applications should be submitted on-line at <https://recruit.ucdavis.edu/apply/JPF02314>

Applicants should submit: **curriculum vitae, cover letter with statement of purpose, and 5-8 references.** The position will remain open until filled. To ensure full consideration, applications should be received by 8/17/2018.

UC Davis is an affirmative action/equal employment opportunity employer and is dedicated to recruiting a diverse faculty community. We welcome all qualified applicants to apply, including women, minorities, veterans, and individuals with disabilities.

UC Davis is a smoke- and tobacco-free campus. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any property owned or leased by UC Davis-- indoors and outdoors, including parking lots and residential space.