
Job Requisition

Requisition Number: 03000396

Recruitment Open To: UCD/UCDHS Employees and General Public

For Full Consideration Apply By: 04-03-2009

Closing Date: Open Until Filled

Position: COMMUNICATION AND OUTREACH REPRESENTATIVE

Payroll Title PROGRAM REPRESENTATIVE II

Number of Positions: 2

Salary: \$3009-\$5115/MO

Appointment Type: Contract

Appointment Description: 100% fixed appointment, schedule 8am - 5pm

Overtime Eligible:
(FLSA) Non-Exempt

Union/HEERA Representation: This position is not represented by a collective bargaining unit

Department: AGR & ENV SCI DEANS OFFICE - 030000

Department Description: As part of the College of Agricultural and Environmental Sciences, the Agricultural Sustainability Institute provides leadership for research, teaching and outreach and extension efforts in agricultural and food systems sustainability at the Davis Campus and throughout the UC system. Our mission is to ensure access to good food and to promote the vitality of agriculture today and for future generations. We do this through integrative research, education, communication and early action on big, emerging issues.

Website: <http://asi.ucdavis.edu>

Location: Davis

Position Details

THESE CONTRACT POSITIONS WILL END JANUARY 31, 2011 WITH THE POSSIBILITY OF EXTENSION. Develops and implements targeted communications and stakeholder engagement strategies for UC Davis' Agricultural Sustainability Institute. Translates scientific information about sustainable agriculture into multimedia formats that are useable by diverse audiences and builds a network that supports information flow and feedback between ASI and stakeholders throughout the California food system. This includes, but is not limited to, development of: press releases, Web-based publications and interactive tools, seminar series for policy makers, and regional events to bring researchers together with stakeholders.

Job Summary:

Physical Demands:

Work Environment:

Qualifications

Experience with writing, editing and proofing to use language accurately and creatively; to recognize and use correct English grammar; to spell and punctuate correctly; and to understand, use and translate complex concepts and academic and technical terminology into lay terms for a wide range of audiences.

- Experience with participatory research including group facilitation, agricultural extension, and/or survey enumeration.
- Experience with design and development of Web site content and using web-based tools such as on-line surveys.
- Proficiency with Web-editing software.
- Knowledge of news media operations and their requirements; and coordinating phases of publication and communications projects.
- Experience researching and analyzing complex information and/or problems to anticipate and forecast the impact of potential actions. - Interpersonal communications skills to interact with diverse groups of individuals.
- Experience operating computer software for report development, creation and manipulation of spreadsheets/databases and creating correspondence.
- Organizational and time management skills to track multiple simultaneous projects in various stages of development and meet critical deadlines.

Experience in communications, information technology, bioinformatics, public information, journalism, or community development.

Minimum Qualifications:

Preferred Qualifications:

- An interest in sustainability science, food systems, climate change, and agriculture.
- Proficiency with Microsoft Office software programs.
- Proficiency in desktop publishing.

Quick Link To This Position:

www.employment.ucdavis.edu/applicants/Central?quickFind=52060