



Educational Programs Manager Position Announcement

MSU Student Organic Farm

*Center for Regional Food Systems, Department of Community Sustainability and
Department of Horticulture, College of Agriculture and Natural Resources*

The Michigan State University Student Organic Farm (SOF) is seeking an Educational Programs Manager (Academic Specialist) for its educational programs, including the Organic Farmer Training Program (OFTP) and the Farmer Field School (FFS).

The SOF is a dynamic working and teaching farm that includes hands-on/experiential education opportunities for participants in the Organic Farmer Training Program and Farmer Field School as well as MSU undergraduate students. The SOF Educational Programs Manager will work with and report to the Farm Manager/Director, and will work with other farm staff to coordinate on-farm educational components of all programs.

Qualifications:

- Bachelor's degree required. Master's degree with emphasis on agriculture, food systems, or plant biology preferred.
- Highly skilled in year-round vegetable production
- Five or more years of organic farming experience, including at least two years of farm management experience required. Ten or more years of organic farming experience, including at least 3 years of farm management experience preferred.
- Three or more years of formal and/or informal teaching experience required. Five or more years of experience preferred.
- Program management and/or coordination experience for educational programs preferred.
- High degree of knowledge and comfort with using technology in completing job requirements including of Microsoft Office suite, web-based search and information systems, and knowledge of Social Media platforms
- Ability to self-direct and manage multiple projects simultaneously, and to easily shift between working independently and as part of a team.
- Strong written and verbal communication skills, and experience using a broad range of communications tactics
- Valid vehicle operator's license to perform duties of the position
- Other skills and/or physical abilities required to perform duties of the position, including frequent lifting of 50 lb. or more, and occasionally working outdoors in inclement weather, nights and weekends

Job Summary:

- Lead/coordinate curriculum revision and development for non-credit programs
- Teach, facilitate, and implement OFTP and FFS in coordination/collaboration with other SOF staff, campus faculty and staff, and external farmer instructors to ensure program components, necessary teaching resources, and programs are well organized and executed
- Actively recruit, screen and review applicants for, and coordinate admission and enrollment of, new participants in the OFTP
- Manage communications with applicants and stakeholders/partners, including organizations providing scholarships or grants to participants and individuals at MSU requiring information for accounting and operational purposes
- Engage in farm work and management in order to maintain working knowledge of the SOF's production for program coordination and teaching purposes
- Meet regularly with farm production staff to coordinate farm work and programs' schedules
- Promote programming through advertisements (print and online), listservs, and social media platforms
- Organize OFTP Graduation celebration in November
- Hold regular office hours for program participants
- Schedule and lead farm tours
- Full and timely attention to all MSU policies and deadlines.

Compensation: Range of compensation: \$38,000-\$45,000 with full university benefits.

Status: This is a full-time, temporary position. Initial appointment will be for one year, with annual reappointment contingent upon funding and performance.

To apply:

Visit MSU HR website at <http://www.jobs.msu.edu>

Apply for posting 4787

Applications accepted until February 1, or until position is filled.

Start date February 2017. Negotiable.

Please contact Denae Friedheim with questions: friedhei@msu.edu

Applications must be submitted through MSU HR – please do not send applications directly to Denae Friedheim.

MSU is an Affirmative Action/Equal Opportunity Employer

The College of Agriculture and Natural Resources at Michigan State University is committed to achieving excellence by creating and sustaining an accessible and inclusive culture that values diversity. We are an equal opportunity / affirmative action employer.

MSU enjoys a park-like campus with outlying research facilities and natural areas. The campus is located in the city of East Lansing, adjacent to the capital city of Lansing. The Lansing metropolitan area has a diverse population of approximately 450,000. Local communities have excellent school systems and place a high value on education. The University is proactive about its obligations under the Americans with Disability Act, and provides individual accessibility plans to students and employees with disabilities and respects all family forms.