

**Program Coordinator Position – Pasture Based Dairy Project
W.K. Kellogg Biological Station, Michigan State University
Hickory Corners, MI**

Position: Program Coordinator – Pasture-based Dairy Initiative, Academic Specialist, Kellogg Biological Station

Status: This is a full-time fixed term position housed at the Kellogg Biological Station. Initial 3-year appointment with reappointment contingent upon funding and performance.

Available: January 1 or when suitable candidate is identified.

Application Deadline: January 31 or until suitable candidate is identified

Starting Salary: Commensurate with education and experience up to \$60,000.

Qualifications:

1. Master's degree (Ph. D. preferred) in relevant field and three-five years of related experience.
2. Strong communication (verbal and written) and interpersonal skills.
3. Demonstrated leadership and organizational skills.
4. Demonstrated ability to work in a team environment.
5. Demonstrated ability to bring together multiple entities to problem-solve.
6. Demonstrated ability to work with diverse people.
7. Knowledge and use of technology in completing job requirements including Microsoft Office suite and web-based search and information systems.
8. Available to travel within the U.S. and internationally
9. Understanding of and commitment to equal opportunity/affirmative action and diversity/pluralism.
10. Working knowledge of animal agriculture; understanding of pasture-based animal production systems, especially dairy, beneficial

Job Summary:

- Coordinate development of the Pasture-based Dairy Research, Training and Outreach Program (PBD Program) at the Kellogg Biological Station including all aspects of the WKKF grant secured for its development.
- Provide liaison between Executive Team and other personnel associated with project
- Oversee budget management for funds secured to develop and implement the Pasture-Based Dairy Program.
- Coordinate activities of project advisory teams.
- Identify opportunities and funds for research, training and outreach related to the Pasture-Based Dairy Program; support appropriate teams to secure such funds.
- Insure all project related reports are completed in a timely and efficient manner.
- Maintain records of all materials developed with funds secured for the PBD Program.
- Oversee and develop written and web-based material related to the PBD Program.
- Prepare and deliver PowerPoint presentations as needed to disseminate information developed by the Pasture-Based Dairy Program to stakeholders and professional audiences.

- Reports to Kay Gross, Director Kellogg Biological Station and the Pasture-Based Dairy Program Executive Team.

Individual is responsible to Kay Gross, Director-KBS.

Please submit your application materials to:

Pasture Executive Committee
W.K. Kellogg Biological Station
3700 E. Gull Lake Dr.
Hickory Corners, MI 49060

Or, you can email your application materials to pasture@kbs.msu.edu.