

# UNIVERSITY OF NORTHERN IOWA

## POSITION ANNOUNCEMENT

**POSITION TITLE:** Program & Community Outreach Coordinator

**DEPARTMENT:** College of Natural Sciences

**APPOINTMENT TYPE:** 12 Month, Term, Pay Grade III

**PRIMARY FUNCTION:** Coordinates the daily operation of the Recycling & Reuse Technology Transfer Center (RRTTC) and its funded projects and programs in consultation with Director; supervises student interns as well as student internships and research projects; maintains program budgets; supports program funding and reporting needs; and conducts public relations programs.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Networks in local and regional communities with other non-profit agencies, corporations, and other agencies with missions related to the environment and environmental public health at conferences, association meetings, and board meetings; works with local and state schools and school districts; assists the Center in serving as a leader in solid waste, by-product reutilization, and environmental public health management as pertains to various solid waste and sustainability issues; supervises student internship and research projects, education and technology transfer projects in consultation with Director; assists Director with the preparation of publications for peer reviewed and trade literature; facilitates technology transfer activities of RRTTC researchers; and reviews and updates RRTTC records, files, websites and databases.
2. Supervises and advises student employees; develops and maintains student work schedules; represents Director and program in Director's absence and as assigned at national and state-wide meetings and functions; provides project management as instructed by Director; and oversees preparation of all needed PAF's and student employment paperwork.
3. Provides Director with quarterly statements of allocations and expenditures of state, federal, and local appropriations, grants, and contractual agreements; manages and ensures timely payment of vouchers, invoicing for grant work, purchases related to research projects, and other purchases and reimbursements as may be required for the daily operation of RRTTC and fulfillment of its call for proposals, grants, appropriations, governmental relations and contractual agreements; and assists with preparation of annual budget and tracks all categories of expenditures.
4. Aids in maintaining program funding through public relations campaigns as instructed by Director; develops topical focus of public relations efforts ; designs and writes quarterly blast emails and interim reports; maintains contacts with campus programs, state programs and federal agencies (IDNR, Recycle Iowa, SWANA, IDED, IWRC, IEHA, ICWF, etc.) and represents RRTTC at local, state, and national meetings as instructed; assists and works with RRTTC Director to seek and write proposals for additional funding opportunities.

**NECESSARY QUALIFICATIONS:** Bachelor's degree in environmental science, public health, or related field plus at least one year of experience in budget management, program planning and implementation, and community outreach required. Master's level coursework and program evaluation experience preferred. This is a part-time position working 30 hours per week. Criminal and other relevant background checks required.

**APPLICATION PROCESS:** Application materials received by June 8, 2009 will be given first consideration. Additional information provided upon request (319) 273-3424. Send cover letter, resume, and names, addresses, and telephone numbers of three references to: Program & Community Outreach Coordinator Search Chair, Human Resources, 027 Gilchrist, UNI, Cedar Falls, Iowa 50614-0034. Fax (319) 273-2927. Email: HRS-Applications@uni.edu URL: [www.uni.edu](http://www.uni.edu) UNI is a smoke free campus.

THE UNIVERSITY OF NORTHERN IOWA IS AN EQUAL OPPORTUNITY EMPLOYER WITH A COMPREHENSIVE PLAN FOR AFFIRMATIVE ACTION.