** **

**ANR Academic Coordinator (AC) Position Description Template**

**Instructions**

Use this template to identify a position’s major duties and responsibilities as you prepare/revise an ANR Academic Coordinator position description (PD). The template contains draft language for elements that are common to most/many ANR Academic Coordinator position descriptions, and as such, provides a menu of items to choose from. **Please modify the PD template and make it specific to your position expectation, don’t just copy and paste unmodified language from the position vacancy announcement (PVA) into the template. New academics have about six months to develop their first PD and to define their positions based on needs assessment(s), and the PD should reflect this process.** PDs also are not intended to cover an entire career of the academic, it is a document which should be adjusted as the position evolves (**recommended at least every five years**).

Since many programs have unique aspects and each ANR academic title has specific expectations associated with it, you may leave out items and language that don't apply, add aspects that are missing from the template, or edit the draft language if it doesn’t adequately describe their situation. Please reference the PVA, [E-Book](https://ucanr.edu/sites/anrstaff/Personnel_Benefits/Academic_Personnel/PR_Dossier_Examples/), [ANR Policy & Procedure Manual](http://ucanr.org/sites/anrstaff/Administration/Business_Services/Controller/Administrative_Policies_%26_Business_Contracts/Policy_and_administrative_handbooks/ANR_Administrative_Handbook/300_Series___Academic_Personnel/), [UCOP Academic Personnel Manual](https://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/appointment-and-promotion/index.html), and [Academic Researchers Unit (RA) Contract](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ra/contract.html) (if applicable) for guidance and requirements for your title (e.g. Academic Coordinator) to ensure you use the correct categories on your PD. **The bullets below serve as examples only.**

It is the academic’s responsibility to keep their position description up to date when there is a change in programmatic responsibilities and/or reporting relationships. Academics are encouraged to update their PD every five (5) years to assure that it is an accurate summary of the academic’s responsibilities. A current and accurate PD is an important part of the review process for a merit, promotion and annual evaluation; a fully signed PD must be added to your Dossier. It is the responsibility of the academic and/or immediate supervisor to have the PDs fully signed and shared with Academic HR.

Please refer to the [Academic PD Directions](https://ucanr.edu/sites/anrstaff/Personnel_Benefits/Academic_Personnel/Academic_Postiton_Description_Template/) for additional guidance.

**Position Description**

**Your Name**

**Position Title [descriptive title, AC I/II/III]**

*[the title is expected to describe the primary knowledge area of responsibility]*

**For those with approved Administrative and Programmatic Responsibilities, indicate approximate percentages – Academic Program (%); Administration (%)**

**Effective Date:**

**PURPOSE & CLIENTELE**

**Purpose**. Describe the overarching purposeof the position, including a broad statement of what it will address and expected or potential impacts.

**Alignment**. Explain how the position connects to ANR’s mission, Strategic Initiatives, and Public Value Statements.

**Clientele**. Identify the clientele or issues being served. Be sure to note if clientele includes internal clientele (i.e., other UC ANR personnel) or involves working with clientele indirectly through other organizations (e.g., collaborating organizations delivering UC ANR curricula).

**Location**. List the position’s headquarter location and the geographical areas that will be the major focus of attention. Make sure to note any multi-county agreements. If the position is a combination of local county work and statewide work, clarify the estimated allocation of time to each.

**ACADEMIC PROGRAM MAJOR RESPONSIBILITIES**

*The following categories align with the three major advancement criteria for Academic Coordinators and the specific elements typically associated with them. List the specific duties for the applicable subheadings. [Include/revise only those items that apply; some may not fit your situation. Add other major responsibilities as needed.]*

1. **Coordination of Academic Programs** 
   1. **Planning.** Short, medium and long-term planning of program activities.
   2. **Needs Assessment**. Assessment of program and constituency needs. Ensure clientele needs are assessed, and develop program goals to successfully meet clientele needs, in alignment with UC ANR’s strategic initiatives and Public Value Statements.
   3. **Evaluation**. Evaluation of academic program activity and functions including the design administration, analysis and dissemination of program evaluation results.
   4. **Extramural Funding**. Development of proposals for extramural funding (e.g., grants, contracts, gifts/donations, licensing agreements) of programs and identification of support resources
   5. **Representation**. Represent UC ANR locally in a professional manner. Liaison representation with other agencies and institutions in the public and private sectors. Maintain and promote UC ANR’s credibility by providing science-based knowledge and skills independent of personal or parochial interests.
   6. **Supervision**. Supervision and leadership of other academic appointees, staff, or volunteers. As relevant, oversee delivery of UC ANR statewide programs at the local level; work with staff and/or partners to ensure that outcomes and impacts are measured and communicated.
   7. **Materials Development.** Development of instructional products such as curricula, instructional resources, learning experiences, instructional technology and materials.
   8. **Communication**. Effectively use various forms of communication to support program coordination, instruction, and sharing.
   9. **Interpersonal Relationships**: Be an effective listener and communicator, take responsibility for own actions, motivate others, keep commitments, and cultivate political and industry support for UC ANR.
   10. **Research** *[applicable only if position has assigned research duties with required dual titles (AC plus a research title)].* Conduct applied research designed to solve locally relevant problems and monitor related changes.
   11. **Program Delivery**. Delivery (direct or indirect such as train the trainer programs) of academic programs to clientele or partner organizations using appropriate instructional methodologies.
   12. **Leadership and Administration\*** AC’s with a formal leadership appointment (e.g., Directors) please use the separate section below. \*\*AC’s without a formal leadership appointment please add any leadership and administrative roles here.
2. **Professional Competence and Activity** *[Note, if not allowable by funding restrictions, indicate clearly here]*
   1. **Professional Development**. Maintain a program of continuous self-improvement (lifelong learning) by participating in in-service training, seminars, workshops, work group & program team meetings, short courses, professional society meetings and other relevant opportunities.
   2. **Professional Competence**. Build credibility with clientele by presenting at conferences, holding offices in professional societies, invited presentations, or reviewing/editing publications. Seek opportunities to attend and participate in clientele/industry/community sponsored functions and establish clientele network. Participate in professional organizations and collaborate with federal, state and county governmental agencies, non-government organizations and others by providing independent science-based information and leadership. Develop professional relationships that may produce long-term and meaningful University contributions.
3. **University and Public Service** *[Note, if not allowable by funding restrictions, indicate clearly here]*
   1. **University Service.** Serve in activities that support and/or represent ANR, the broader UC-community, or other academic entities such as agriculture experiment station (AES) faculty. Examples include service on academic search committees, Academic Assembly Council committees, Statewide program advisory committees/councils, Strategic Initiative Panels, ANR workgroup committees, conference planning committees, industry and government-related committees that serve local needs**.** Develop collaborative teams with other UC ANR academics, campus-based specialists and faculty and/or others, to address priority issues for UC ANR.
   2. **Public Service**. Serve the California public by participating in activities of public agencies and organizations. Serve in public activities (e.g., judge a science fair, serve on committees) related to the professional’s content area assignment. Act as a facilitator in the public policy arena to effectively bridge divergent interests around issues that impact subjects within the UC ANR purview.

**LEADERSHIP AND ADMINISTRATIVE DUTIES\***

*[Academic Coordinators with formal administrative/leadership appointments (typically an AC III) complete this section. For Academic Coordinators with a temporary administrative/leadership assignment use an addendum. \*\*For all other Academic Coordinator who have administrative/leadership roles please add any relevant elements into the Leadership and Administration item in section 1 (Coordination of Academic Program) above].*

1. **Leadership & Vision** (includes Inspiring Innovation, Leading Change, and Professionalism)

* Create a positive environment that supports the success of the unit team and team members - includes modeling and supporting a good team working environment. Sets goals and target outputs for shared clarity of vision.

1. **Administrative Policy** (Accountability and Governance)

* Understand and ensure unit compliance with University and County policies and procedures.
* Ensure that unit is in compliance with UC ANR Affirmative Action guidelines and policies.

1. **Budget and funding** (Resource Management and Financial Budget)

* Successfully secure and responsibly manage all resources in assigned geographical and/or programmatic area.
* Participate in all aspects of departmental budget cycle, including developing required fund/budget reports.
* Ensure proper use and maintenance of all unit facilities, vehicles, and inventory.

1. **Supervision** (includes Diversity, Health and Safety, and Principles of Community)

* Demonstrate concern for all staff; effectively manage all personnel, including direct supervision of advisor and staff positions, and support to any additional FTE in the unit (e.g., students, Community Education Specialists, and any additional academic positions working within the unit). Responsibilities may include oversight of direct reports, conducting and supporting annual evaluations/merits/ promotions, sabbatical leaves, emeritus work plans, professional development planning, coaching, corrective actions, coordinating quarterly all staff meetings, providing regular communications with all unit personnel about University and County updates, and navigating both University and as needed County human resources’ policies and procedures.

1. **Partnerships, Advocacy and Communication** (includes Client Service; Collaboration and Communication)

* Represent UC ANR (unit and programs) in a professional manner. Maintain positive relationships with stakeholders and clientele in assigned geographical or programmatic area. Meet with and provide responsive communications with key stakeholders (e.g., industry partners, donors, policy makers and elected officials, and others as required).

**CIVIL RIGHTS COMPLIANCE and CONTRIBUTIONS TO UC ANR’S PRINCIPLES OF COMMUNITY**

*[include/revise only those items that apply; some may not fit your situation or clientele group. State whether you are directly reporting civil rights compliance information or reporting up through another entity (e.g., a statewide program or another academic). In rare cases, academics may be exempt from aspects of civil rights compliance reporting; if you have an exemption, please state the rationale. See also guidance and training on Civil Compliance requirements at:* [*https://ucanr.edu/site/uc-anr-human-resources/office-civil-rights*](https://ucanr.edu/site/uc-anr-human-resources/office-civil-rights)*].*

* Build and maintain strong interpersonal relationships. Be an effective listener and communicator, take responsibility for our own actions, motivate others, keep commitments and cultivate political and industry support for UC ANR.
* Build relationships to work with diverse populations and acclimate to varying circumstances.
* Comply with all applicable federal and state laws and regulations, and all University policies regarding Civil Rights Compliance, including prohibition of discrimination on the basis of race, color, national origin, religion, sex, sexual orientation, physical or mental disability, age, veteran status, medical condition, ancestry or marital status.
* Promote, in all ways consistent with other responsibilities of the position, accomplishment of the Civil Rights Compliance goals established by UC ANR.
* Take all measures necessary to assure any employee or volunteer workers supervised by this position fulfill their Civil Rights Compliance responsibilities.
* Develop a statement of program mission and definition of potential program clientele that embody a commitment to increase equitable opportunities for participation in your program and implement equal opportunity requirements in recipient programs.
* Collect, and keep current, demographic data identifying the racial, ethnic, and gender distribution or number of organizations of the potential clientele populations for the program and describing other characteristics of the population relevant to the pursuit of the Division’s Civil Rights Compliance goals.
* Compile and maintain documentation of service to each racial, ethnic, and gender group, or number of organization attendees, within the clientele population served by the program, including statistical records of clientele contacts, quantitative evaluations of benefits realized by clientele and reports of any special efforts to serve under-represented groups.
* Promote and operationalize UC ANR’s Principles of Community (<https://ucanr.edu/sites/ucanr/About_ANR/Principles_of_Community/>)

# **RELATIONSHIPS** [*see PVA*]

In this appointment, you report directly to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

This may include not only your County Director (CD)/Supervisor, or REC Director, but working cooperatively with the “ …” Statewide Program Director (such as all YFC positions; NFCS, 4-H should have a line for the Youth, Families and Communities Director; IPM Statewide Director, Master Gardener Statewide Director, and/or Associate Vice President (specific Statewide Programs). *[Note: Do not list the name of your supervisor, just list the title of the supervisor (i.e., County Director of… or Vice Provost of Academic Personnel, Associate Vice President, IPM Director).]*

# **QUALIFICATIONS** *[see PVA]*

A \_\_\_\_\_\_\_\_ Degree in \_\_\_\_\_\_\_\_\_\_\_ is required. Specialty and/or professional experience must demonstrate capacity or potential to accomplish team-based research and education programs consistent with the values of Cooperative Extension.

Must be able to work independently and collaboratively in teams and provide leadership for research and education activities. Must be adaptable to different work circumstances and work with a diversity of people and collaborators.

Must be literate in internet communications and software appropriate to support research and education programs.

*[Note: List any license(s)/certificate(s) that are required by the position.]*

**Reviewers:**

*[Note: Should be signed by the Academic, Director Supervisor (e.g., Advisor, County/REC director, SWP Director, AVP (remove non-applicable supervisor(s)), and Vice Provost of Academic Personnel.]*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic (your name and title) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County/REC Director or Supervisor Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Statewide Program Director (if applicable) Date

**Final Approver:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dr. Daniel Obrist Date

Vice Provost of Academic Personnel