Position Description – Academic Specialist

Michigan State University Center for Regional Food Systems

The Michigan State University (MSU) Center for Regional Food Systems (CRFS) is seeking an Academic Specialist to support outreach and research efforts promoting good food access and awareness in childhood development and education environments. The position will support existing CRFS initiatives and help to develop additional programming capacity in this arena.

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

Available: May 1, 2015 or when suitable candidate is identified.

Application Deadline: Friday February 20, 2015 or until a suitable candidate is identified.

Starting Salary: Commensurate with education and experience up to $50,000 annually.

Reporting: Individual reports to Senior Associate Director, MSU Center for Regional Food Systems.

Qualifications:
1. Master’s degree preferred in food systems, public health, public policy, nutrition, education or related field.
2. At least two years of experience with community food systems and/or early child care and K-12 food programs, education issues, and environments.
3. Demonstrated project leadership, resourcefulness, self-motivation and ability to problem-solve and think critically.
4. Ability to self-direct and balance multiple simultaneous projects and to easily shift between working independently and as part of a team.
5. Strong written and verbal communications skills and experience using a broad range of communications tactics; proficient Spanish language speaking and writing skills are highly desired.
6. Ability to effectively engage and collaborate with diverse stakeholder groups (in Michigan and nationally) such as academic faculty and staff, youth and adult community members, organizational partners and funders.
7. High degree of knowledge of and comfort with using technology in completing job requirements including Microsoft Office suite, web-based search and information systems, electronic survey software and phone/web conferencing systems.
8. Available to regularly travel throughout the state and within the U.S. and possession of a valid, current state driver’s license
9. Understanding of and commitment to equal opportunity/affirmative action and diversity/pluralism.
**Job Summary:**

- Develop and execute a strategic, multi-year outreach, research and scholarship agenda, including the engagement of national organizations as partners, to promote good food access and awareness in early childhood development and education environments.
- Support on-going Michigan Farm to School efforts, with an emphasis on early care environments, including management of state-level grant program, provision of training and technical assistance, development and dissemination of resources and materials, survey research, and data collection and analysis;
- Serve as point person connecting Hoop houses for Health program staff and participating farmers with K-12 school and early childhood development and education environments;
- Participate in the Michigan Farm to Institution Network (community of practice) and serve as an ambassador for and recruit members to Cultivate Michigan, a local food purchasing campaign;
- Convene and/or collaborate with national and statewide project partners virtually and in person to enhance collective understanding and accelerate and shape farm to school efforts;
- Develop and submit grant proposals and fulfill project objectives, manage project budgets, assist with developing evaluation plans and tools, and write grant reports of grants awarded;
- Develop resources and materials for diverse audiences including reports, fact sheets, guides, videos, webinars, presentations and journal publications;
- Document and share project work and accomplishments; maintain regular internal and external communication about project activities; develop and report on an annual plan of work;
- Actively participate in CRFS staff and affiliate meetings and stay current on CRFS projects, activities, resources and publications;
- Represent projects and CRFS well in all forms of engagement and communication; Report to and collaborate with project principal investigators as funding requires;
- Help to foster, facilitate and maintain CRFS culture of anti-racism, trust, support and accountability.

**Application Procedure:**

You must apply online to MSU Human Resources:

**Go to:**

[http://jobs.msu.edu](http://jobs.msu.edu) and look for job posting **0656** (look under faculty/academic staff)

A cover letter describing your interest in and qualifications for the position, and a curriculum Vita or resume needs to be submitted as a part of the application process.
If you have questions about the position or search process, you may contact:

Karen D. Sturdivant, Managing Associate Director
MSU Center for Regional Food Systems
Phone: (517) 432-0049
Email: sturdi10@msu.edu

*Please do not send application materials directly to Karen D. Sturdivant.*

**CRFS Mission:** CRFS works to engage the people of Michigan, the United States and the world in applied research, education and outreach to develop regionally integrated, sustainable food systems.

MSU is an affirmative-action, equal-opportunity employer and is committed to achieving excellence through cultural diversity. The university actively encourages applications and/or nominations of women, persons of color, veterans and persons with disabilities. Michigan State University employment opportunities are open to eligible/qualified persons without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital status, or family status.