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# EVERGREEN

## The Evergreen State College EMPLOYMENT OPPORTUNITY

Web: [www.evergreen.edu/employment](http://www.evergreen.edu/employment)

Email: [jobline@evergreen.edu](mailto:jobline@evergreen.edu)

Phone: (360) 867-5361 TTY: (360) 867-6834 Fax: (360) 867-6823

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Bulletin 2009-039MSM

Opens: December 22, 2009

Review of applications begins: January 15, 2010

After the review of applications begins, this position may close without further notice.

## RESEARCH AMBASSADOR PROGRAM MANAGER

### SPECIAL NOTE

This position is an "at will" appointment, exempt from Washington State Civil Service rules and the Fair Labor Standards Act overtime requirements. This is a full time 12 month per year position, funded for two years, with continued employment contingent on further funding.

### COLLEGE PROFILE

The Evergreen State College is a progressive, public liberal arts and sciences college located in Olympia, Washington, in the beautiful Pacific Northwest. Since opening its doors in 1971, Evergreen has established a national reputation for leadership in developing innovative interdisciplinary, collaborative and team-taught academic programs. The college has a vibrant undergraduate program, a graduate program, and seven public service centers that constitute a unique academic setting. The College values a student-centered learning environment, a link between theory and practice, and a multicultural community of diverse faculty, students and staff working together. Current enrollment is approximately 4,500. For more information about Evergreen, please visit our college catalog or our website: <http://www.evergreen.edu>

### POSITION PURPOSE

Supporting two linked scientific outreach programs at Evergreen – the Research Ambassador Program and Sustainable Prisons Project – the Program Manager (PM) coordinates activities in research, conservation, and education that connect scientists – particularly ecologists – to communicate results of their studies to underserved public audiences (e.g., prison inmates, urban youth, people in assisted living centers). The PM links scientists and the public with a broad spectrum of partners, e.g., artists, resource managers, conservation groups, government agencies, and other groups.

### NATURE AND SCOPE

The PM reports to Dr. Nalini Nadkarni, an ecosystem scientist, Evergreen faculty member and Director of the Research Ambassador Program and Sustainable Prisons Project. The PM is responsible for the design, implementation and evaluation of science communication activities involving the scientists, underserved public audiences and partners such as state resource management agencies, conservation groups, and individuals. The PM mentors and supervises graduate/undergraduate students while working with Evergreen faculty and staff, contracted scientists, evaluation experts, agency personnel, artists, and volunteers to complete program objectives in research, conservation and education. In addition to occasional instruction in his/her area of expertise, the PM ensures the smooth day-to-day operations of each program, including duties in administration, budgeting, reporting, community and partnership relations, website management and developing and maintaining information and tracking systems.

### COMPENSATION

- Salary is \$3,891 to \$4,475 per month depending on qualifications;
- A full benefits package which includes: 12 days of sick and 24 days of vacation leave per year; paid holidays; a generous medical, dental, life and disability insurance package for employees and dependents; the TIAA-CREF retirement program; deferred compensation and optional supplemental retirement accounts are available. For more information about Evergreen's excellent employee benefits, view <http://www.evergreen.edu/payroll/employeebenefits.htm>;
- After six months of employment, employees are eligible for the Tuition and Fee Waiver and Tuition Discount programs.

## **BACKGROUND**

Funded by a grant from the National Science Foundation, the Research Ambassador Program (<http://www.researchambassador.com/>) helps scientists and underserved audiences work across the traditional boundaries of academia, research and conservation. In this program, both scientist and newcomer become ambassadors to each other's culture – learning the language, exchanging ideas and working toward common goals. By interacting with people who typically have little or no access to nature or opportunities in science, the Research Ambassador Program gives scientists a powerful opportunity to expand their work through the fresh perspectives and creative energy of new audiences.

Funded by a grant from the Washington State Department of Corrections, the Sustainable Prisons Project (<http://www.sustainableprisons.org>) aims to reduce the environmental, economic and human costs of prisons by training offenders and correctional staff in sustainable practices. Equally important, it brings science into prisons by helping scientists conduct ecological research and conserve biodiversity through projects with offenders, college students and community partners.

## **MINIMUM QUALIFICATIONS**

- Master's degree in science or communication from an accredited college or university;
- Three years of work experience in science, science communication, or project management;
- Two years of professional experience working in a team or collaborative setting.

## **DESIRED QUALIFICATIONS**

Additional consideration may be given to candidates demonstrating the following qualifications:

- Advanced degree in environmental studies, resource management, public administration, or a related field;
- Experience organizing scientific or environmental education, including the development and implementation of new programs;
- Established connections with existing informal science education activities and institutions;
- Professional experience within a public higher education setting;
- Professional experience within a corrections or social justice institution or organization;
- Experience in a supervisory role;
- Formal teaching experience in either a high school or college setting.

## **ESSENTIAL FUNCTIONS**

- Assist with recruitment of scientists and resource practitioners to participate in Seminar Series by compiling and updating a database of professional contacts and establishing new contacts for current and prospective projects;
- Provide information upon request and when appropriate on the availability of higher education programs, in particular those at TESC by making information available at events, meetings and presentations to various groups;
- Provide guidance, mentoring, assignment and assessment of work, set schedules and provide evaluations of graduate and undergraduate interns and volunteers; maintain connection with graduate program director to ensure that work is consistent with academic program expectations;
- Support and collaborate with existing and future programs on the TESC campus, e.g., Sustainability Task Force, student environmental groups, and others by sharing information and ideas;
- In collaboration with the Director of the program, draft research papers including results and syntheses of these activities;
- Serve as a liaison between TESC participants and administrators at participating agencies, foundations, and other groups;
- Promote project activities in the media by writing popular articles; work closely with Marketing, Communications, and College Relations at Evergreen and others to promote the project;
- Develop and maintain a project website;
- Assist the Consulting Evaluator in conducting surveys, questionnaires, and other assessment tools to understand impacts of the program on scientists, audiences, and partners understand educational and behavioral effects of project activities;
- Monitor the budget, approve expenditures; and provide informal interim reports to project personnel;
- Oversee and facilitate program logistical arrangements such as: order equipment, prepare travel arrangements, schedule meetings, create correspondence and maintain operational office setting;
- Foster working relationships with regional community leaders;

## **ESSENTIAL FUNCTIONS (continued)**

- Follow developments in relevant national organizations, (e.g., AAAS, NSF) and disseminate findings as appropriate;
- Compile and collate data, facilitate data inputting, analyze results and produce documentation of findings.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Demonstrated ability to translate and present scientific and / or complex information to individuals and groups of people;
- Demonstrated skill and ability to research scientific information including: locating, identifying, reading, interpreting and understanding scientific information and conveying it to various audiences;
- Demonstrated ability to work efficiently and effectively in a highly collaborative, non-hierarchical interdisciplinary institution, and in a hierarchical, closely regulated institution;
- Ability to take the initiative in directing the program and its individual projects;
- Demonstrated ability to work effectively and respectfully in a collaborative, culturally diverse work environment including the ability to work well with people of different educational, racial, ethnic, socioeconomic, gender and sexual orientation, and varying abilities and educational backgrounds;
- Possess excellent written and public presentation skills;
- Demonstrated skill and ability in researching and compiling articles and other information of a scientific nature;
- Demonstrated ability to foster and maintain outstandingly good working relationships across administrative, facilities, student, and institutional sectors;
- Demonstrated skill and ability to produce papers and reports including graphical analysis and discussion of findings;
- Proficient in the use of Microsoft Office including Word, Excel and Outlook;
- Proficient in the use of databases including data entry and extraction;
- Ability to develop and maintain a website;
- Possess strong interpersonal, communication and organizational skills;
- Ability to work independently with minimal supervision;
- Ability to interact with scientists in academia, governmental agencies, and the private sector;
- Proven skill and ability to direct the work of others.
- Possess exemplary professional integrity;
- Knowledge of management principles involved in strategic planning, resource allocation, leadership, and the coordination of people and resources;
- Skill and ability to manage a budget;
- Ability to work occasional evenings and weekends;
- Ability to travel.

## **CONDITIONS OF EMPLOYMENT**

- Must provide proof of identity and employment eligibility within three (3) days of beginning work;
- Must submit to a background check;
- May require occasional evening and weekend work;
- May require travel.

## **APPLICATION PROCESS**

Please carefully read the job bulletin and submit **all requested items by the review date for first consideration**. After the review of applications begins, this position may close without further notice. Applicants will not be notified once a closing date has been established. The committee in its screening of applicants will assume your abilities and experience include only those elements specifically documented within your application materials. By submitting a completed application for this position you are acknowledging that all of the information that you have submitted to apply for this job is true and complete to the best of your knowledge. You understand that The Evergreen State College may verify this information and that untruthful or misleading answers are cause for rejection of your application or dismissal if you are hired.

### **TO SUCCESSFULLY APPLY AND BE CONSIDERED FOR THIS POSITION YOU MUST COMPLETE AND SUBMIT ALL THE FOLLOWING REQUIRED APPLICATION MATERIALS:**

1. A letter of application that clearly states how you meet the minimum qualifications and the extent to which you meet the desired qualifications and that thoroughly describes how your qualifications, training and experience have prepared you to demonstrate the first 6 Knowledge, Skills and Abilities statements listed above.
2. A resume which includes a chronological work history that details your education, training and professional experience including months and years in each position.
3. At least three work-related references (required) including the names, current addresses and telephone numbers and an Affirmative Action Data Sheet (optional). See attached forms.

### **Materials may be submitted using any one of the following options:**

- ❖ **Email:** [jobline@evergreen.edu](mailto:jobline@evergreen.edu)
- ❖ **Mail:** The Evergreen State College  
Human Resource Services, L3102  
2700 Evergreen Parkway NW  
Olympia, WA 98505
- ❖ **Fax:** (360) 867-6823
- ❖ **Or in person to the Human Resource Services office.**

**Application materials submitted to the College become property of the College and will not be returned.**

To request disability accommodation in the application process, call the Human Resource Services Office at (360) 867-5361 (voice), or (360) 867-6834 (TTY) or email your request to [jobline@evergreen.edu](mailto:jobline@evergreen.edu).

Changes and/or modifications to this bulletin will be located in the Human Resource Services Office, Library Building, room 3102 and on our web site at: [www.evergreen.edu/employment](http://www.evergreen.edu/employment)

**Committed to equal opportunity and operating with an Affirmative Action Plan, The Evergreen State College is working to build a diverse faculty and staff. We strongly encourage qualified persons of all races, ethnicities, and sexual orientations, persons of disability, persons over forty, women, Vietnam Era and disabled veterans to apply.**

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## AFFIRMATIVE ACTION DATA

Please complete and return this form with your employment application package.

Name: (Print) \_\_\_\_\_

Position: RESEARCH AMBASSADOR PROGRAM MANAGER 2009-039MSM

Check the item that best describes how you first heard about this position.

- Evergreen's web site
- Evergreen Colleague
- Letter/E-mail from Evergreen's Office for Equal Opportunity
- Colleague not at Evergreen
- I was nominated
- Chronicle of Higher Ed
- An organization electronic notice: \_\_\_\_\_
- An organization publication: \_\_\_\_\_
- Other web site: \_\_\_\_\_
- Newspaper or other publication: \_\_\_\_\_
- Other: \_\_\_\_\_

The Evergreen State College is an equal opportunity employer. The College's state-approved Affirmative Action Program seeks to ensure that employment opportunity information reaches all qualified potential candidates, including African Americans, American Indians/Alaskan Natives, Asians/Pacific Islanders, Caucasians, Hispanics, women, men, persons age 40 and over, persons with disabilities, disabled veterans, and Vietnam era veterans. To implement this program more successfully, the college requests that you provide the following information. Submission of this statistical information is voluntary; failure to complete this portion of the form will not adversely affect your candidacy for employment.

*This information will be separated from your application and handled confidentially by the Office for Equal Opportunity.*

Please check any/all of the following that apply:

- Male
- Female
- African American/Black
- Asian/Pacific Islander
- Age 40 or older
- Caucasian/White
- Hispanic/Latino
- Person with a disability
- Native American/American Indian/Alaska Native
- Special Disabled Veteran (30% or more disability)
- Vietnam Era Veteran (served 180 days or more between 2/28/61 and 5/7/75 and does not have a dishonorable discharge)

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## REFERENCES

Name: (Print) \_\_\_\_\_

Position: RESEARCH AMBASSADOR PROGRAM MANAGER 2009-039MSM

References: Please print or type: Name, position title, current address and telephone number.

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**(List additional references on separate sheet)**

*"I hereby authorize The Evergreen State College to make inquiries regarding my education, work experience and references, unless otherwise stated. I hereby release all parties and persons associated with any such inquiries from liability in connection with information they give."*

Comments: \_\_\_\_\_

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\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date