Program Coordinator, College of Agriculture and Natural Resources

The Delaware Center for Experimental & Applied Economics is seeking applicants for a part-time Program Coordinator position. This position will consist of a remote working arrangement for 20-30 hours per week, and the hourly rate will be $30 per hour.

Deadline: We will review applications until September 30, 2021.

Context of the Job:

The University of Delaware Center for Experimental & Applied Economics (CEAE) was established as a Center at UD in 2007. Since then, it has grown and continues to be the largest social science research group on campus. CEAE research team involves 15-30 members (depending on the semester) who are faculty members, postdoctoral researchers, graduate students, undergraduate students, volunteers, and other collaborators. CEAE has an annual operating budget of approximately $750,000. CEAE mission is to: "Nurture a community engaged in innovative, evidence-based research and dissemination of results to inform policy and promote sustainability at the nexus of agriculture and the environment". Under the general guidance of the Director of CEAE, Dr. Kent Messer, the Program Coordinator supports research on experimental and applied economics focusing on agri-environmental issues, perception of risk, coastal water challenges, and other related topics. The Program Coordinator works closely with other Center personnel and may be required to help provide financial management of multiple projects from various grants. In particular, the Program Coordinator provides accounting and financial for three large projects that are being directed by Dr. Kent Messer: (1) the Center for Experimental & Applied Economics, (2) the Center for Behavioral and Experimental Agri-Environmental Research (CBEAR), and (3) the social dimensions research funded as part of the NSF-funded project entitled, “Water in the Changing Coastal Environmental of Delaware”.

This is a part-time position and remote working is acceptable though occasional in-person meetings may also occur.

Major Responsibilities:

- Development and regularly maintain the strategic budget for the Center.
- Prepare reports to funders summarizing key outcomes.
- Coordinate the research expenditures and spend down requirements for grants.
- Support the PIs in the development of competitive grant proposal to support Center research and related activities; ensure accurate completion and approval of the proposal package to the sponsor.
- Serve as the liaison to the office of the Chair of the Department of Applied Economics & Statistics and the College of Agriculture and Natural Resources regarding matters of finances, payroll, and grant administration.
- Perform miscellaneous job-related duties as assigned.

Qualifications:

- Bachelor’s degree and preferably at least two years of relevant work experience.
- Familiarity with UD systems, policies and procedures is a plus.
- Experience with grant management, administration, and report writing.
Experience with the support of grant writing and budget development.
Effective interpersonal skills.
Strong written and verbal communication skills.
Ability to work independently.
Ability to maintain a positive and collaborative work environment.
Ability to use advance techniques in spreadsheet and database management.
Ability to analyze budgetary expenditures for compliance with approved policies and procedures.
Experience with Microsoft Office and Google Docs/Drive.

**Special Requirements:**

Must complete required training sponsored by the University Research Office within one year of assignment in a contract and grants administration position.

To apply for this position, please send your cover letter and resume to Dr. Kent Messer at messer@udel.edu.