



Extension Program Coordinator Department of Food Science and Technology – Athens Campus

Position Summary: The Program Coordinator is responsible for being the first point of contact with clients and assists UGA Extension faculty with program development, program delivery, client management, and administration. The position requires the ability to provide administrative support for the office while effectively and simultaneously managing multiple projects. The Program Coordinator is responsible for program deliverables, introductory meetings, and provides information about technical services and educational and training programs via telephone, fax, email or face-to-face. This position is responsible for daily coordination of Food Science & Technology Extension (FSTE) program activities. The position provides support to Food Science Extension Program's technical services, educational activities, planning and scheduling workshops, securing hotel rooms and food services on campus during training programs, requesting and managing supply and material orders, responding to inquiries related Extension Food Science workshops, on-site trainings, and technical services offered by FSTE. It will work directly with program specialists in developing workshop materials including but not limited to: registration, website, brochures, participant notebooks, reference materials, media tools, and other supplemental materials as needed. It provides administrative support to Extension faculty specialists for special problems, presentations, book chapters, and publications, and bulletins. It will manage administering of the juice proficiency testing program including registration, invoice generation, and form development for registrations and results reporting. It will also assist in coordinating public relations activities using media, website, blogs, and other avenues for advertisements, client services and programming offered by the FSTE.

Qualifications: Requires technical knowledge in the field acquired through an apprenticeship, a 2-year degree, or professional certificate.

Skills, abilities, and competencies: Knowledge of following computer programs: Microsoft Office, Adobe Acrobat Pro, Microsoft Excel, Microsoft Visio (flow chart software), Microsoft PowerPoint, TouchNet Marketplace, Survey Monkey (survey software), Adobe Contribute software for CAES websites; and scanning of slides, photos.

Responsibilities: Details about the job responsibilities can be found at the link <https://www.ugajobsearch.com/postings/251187>

Applications: Applicants must submit: (1) a letter of application and (2) curriculum vitae via <https://www.ugajobsearch.com/postings/251187> in order to be considered for this position. The position will remain open until filled. The selected candidate will be required to submit to a background investigation demonstrating eligibility for employment with the University.

The University of Georgia is located in Athens, Georgia, 70 miles northeast of Atlanta (<http://www.uga.edu/>). The university, a land-grant/sea-grant university, is ranked among the top 15 public universities in U.S. News & World Report's 2021 edition of America's Best Colleges. The university is recognized as a research-intensive and community-engaged institution by the Carnegie Foundation. The Department of Food Science and Technology (<http://www.foodscience.caes.uga.edu/>) is a unit of the College of Agricultural and Environmental Sciences. Athens offers a rich cultural environment interconnected with the university and is perennially identified as one of America's most livable cities (<http://www.visitathensga.com/about-athens/>).

The University of Georgia is an EEO/AA/Vet/Disability Institution. As such, we are especially interested in candidates who can contribute to the diversity and excellence of the academic community. We not only strongly encourage women, minorities and other diverse candidates to consider applying for this position, but we also maintain that all candidates should share our commitment to diversity and inclusion. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, gender identity, sexual orientation or protected veteran status. Persons needing accommodations or assistance with the accessibility of materials related to this search are encouraged to contact Central HR (hrweb@uga.edu).