

UNIVERSITY OF MINNESOTA

Twin Cities Campus

*Department of Agronomy and Plant Genetics
College of Food, Agriculture and Natural Resource Sciences*

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RESEARCH PROFESSIONAL 3 POSITION - PROJECT MANAGER

POSITION SUMMARY

The University of Minnesota's Dept. of Agronomy and Plant Genetics and Green Lands Blue Waters seek to hire a Project Manager for an interdisciplinary, multi-institutional research, education, and extension project. This is a full-time term position with funding for 2 years with potential for extension. Candidates who can work in the Twin Cities are preferred.

POSITION BACKGROUND

This position is funded by a USDA Coordinated Agricultural Project grant to integrate nation-wide activities to support the development of the world's first large-scale perennial grain crop called Kernza®. This highly interdisciplinary project is based at the University of Minnesota and includes six other universities and numerous other organizations and individuals representing a broad range of partners including nonprofits, farmers, businesses and policy makers. Further information is available on the project website, kernza.org/kernzacap. The project includes research, education, and outreach/extension activities that fall within six core objectives: 1) advance germplasm and trait evaluation, 2) enhance agronomic and on-farm knowledge, 3) improve environmental quality, 4) engage education, extension and policy, 5) develop supply chains and economic drivers, and 6) activate transformative change through intentional integration. The person in this position will lead and collaborate on tasks necessary for the project's operation, will coordinate across all objectives, and will actively participate in objective 6 (integration) deliverables. This position will be supervised by, and will work closely with, the management team on the following tasks:

- **Project management and communications- 45%**
 - Anticipate project needs and oversee the completion of project deliverables toward the end of the 5 year project. Scan for the needs of individual collaborators, institutions and Objective Teams in the final years of the project, with a focus on maintaining engagement.
 - Manage project schedules including regularly scheduled meetings, ad-hoc meetings, monthly seminars, reporting deadlines, and other project milestones.
 - Improve, manage and promote active collaborator use of project tools and infrastructure.
 - Track project-wide activities, milestones and progress using existing tools and systems.
 - Lead project-wide internal and external grant reporting, supported by Objective Groups.
 - Manage and track a multi-million dollar project budget; lead budget review processes.

- Function as a primary point of contact for the project internally and externally.
- Produce basic project communication materials and regular updates internally and externally, including newsletters, press releases, and annual reports.
- Contribute to the dissemination of project results through publications and presentations.
- Track and compile, as needed, various outputs and quantitative and qualitative data in partnership with the data management team.
- **Coordination of collaborators - 15%**
 - Coordinate and facilitate regular project leadership team meetings.
 - Coordinate project subgroups and external advisory committee meetings.
 - Assist Objective Teams in catalyzing and tracking intentional integration: group-to-group collaboration and flow of information and resources between objective groups and with external stakeholders.
 - Assist in aligning the KernzaCAP project's role in the context of Kernza and perennial cropping systems development beyond the scope of this grant, represent the project and connect dots across initiatives and networks.
- **Integration, evaluation and synthesis - 35%**
 - Co-lead evaluation activities with external evaluators.
 - Co-lead the integration team and the development of a model for future perennial crops output and shared leadership output.
 - Develop and co-lead emerging outputs that capture and synthesize integrative learnings from this project.
 - Continually scan for points of intersection and leverage, as well as gaps and bottlenecks, across the project to catalyze higher-level integrative thinking.
- **Diversity, equity and inclusion project work - 5%**
 - Coordinate and facilitate the project's race and equity quarterly subgroup meetings.
 - Help implement project ideas generated by the group and management team, which could include, for example, equity-focused seminars, student mentoring, relationship development.
 - Update and track annual workplans to better integrate diversity, equity and inclusion into the project.

REQUIRED QUALIFICATIONS

- BA/BS plus at least 4 years of experience or advanced degree plus 2 years of experience in agricultural or food systems or a combination of related education and work experience to equal eight years
- Proven track record working with interdisciplinary, cross-sector teams
- Experience with complex projects
- Experience with holistic, high-level systems thinking
- Record of diversity work and an understanding of the barriers to success of minorities in the fields of higher education, agriculture or similar fields

PREFERRED QUALIFICATIONS (seeking a person with at least some of the following):

- MA/MS with 4 years experience in a field related to agricultural or food systems
- Demonstrated leadership success managing interdisciplinary teams and complex projects

- Documented record of diversity work and an understanding of the barriers to success of minorities in the fields of higher education and agriculture

SALARY AND BENEFITS

Salary is in the \$60-65,000 (1.0 full time equivalent salary) and commensurate with experience and qualifications. Available benefits include University retirement; group life, medical, and dental insurance plans. Detailed benefits information is available at: <http://www1.umn.edu/ohr/benefits/index.html>.

HOW TO APPLY

Apply through the University of Minnesota online employment system (<https://hr.umn.edu/Jobs/Find-Job>), using position number: **358810**. To be considered for this position, please click the Apply button and follow the instructions. You will be given the opportunity to complete an online application which will include attaching a cover letter, resume/CV, and list of three professional references.

Review of applications will begin January 2, 2024 and continue until the position is filled. Direct inquiries to: Dr. Jacob Jungers, junge037@umn.edu

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.