

**POSITION ANNOUNCEMENT
COLLEGE OF AGRICULTURE / SUSTAINABLE INTENSIFICATION INNOVATION LAB (SIIL)
KANSAS STATE UNIVERSITY**

Position: Program Administrator for the Feed the Future Innovation Lab for Collaborative Research on Sustainable Intensification (SIIL).

Location: College of Agriculture, Kansas State University, Manhattan, Kansas

Kansas State University's SIIL is seeking applications for a dynamic and proactive team member to support the delivery and expansion of our programs.

Kansas State University houses the Feed the Future Innovation Lab for Collaborative Research on Sustainable Intensification (SIIL). SIIL functions as the Management Entity for this USAID funded project, supporting a country directed research portfolio of projects on sustainable intensification in seven focus countries, namely Bangladesh, Burkina Faso, Cambodia, Ethiopia, Malawi, Senegal, and Tanzania. The SIIL has been in operation since 2014, and has continued to grow and expand its operations. The Program Administrator position is essential to SIIL's continued success, especially as our coordination and communication needs have become more sophisticated. The position plays a major role in implementing SIIL's knowledge management and communication strategies, including developing success stories from project activities, utilizing social media platforms for effective outreach, and possessing exceptional scientific writing skills for report writing purposes.

Date Available: Immediately, open until filled.

Job Responsibilities: The Program Administrator (PA) will work together with the SIIL Director and Associate Director (AD) and Business Officer in the coordination, communication, and monitoring of sub-award research projects. The PA will be responsible for implementing SIIL's knowledge management and communication strategies. The PA will produce a range of communication materials for internal and external target audiences. The PA will also coordinate SIIL events, scientific meetings, and other activities relevant to the oversight of the SIIL.

The PA will also work in collaboration with the AD to engage in continuous monitoring and evaluation of project implementation against agreed upon deliverables. The PA will work with the Director and AD to meet all reporting requirements for the SIIL project (e.g., indicator reports, semi-annual reports, annual reports, and developing success stories highlighting project outcomes). The PA will develop travel notifications, ensure travel reports are produced and catalogued and prepare requests for any capital purchases. The PA will also manage international trainees using the TraiNet-VCS, as well as coordinate other communications and arrangements for students and visitors to the U.S.

The PA will support the day-to-day operations of the SIIL and support the project investigators and other users in regards to the web-based monitoring and information interface. A key aspect of this position will be to support a web-based platform that ensures up-to-date and accurate information and data which will be accessible to multiple users.

Minimum Requirements:

- Bachelor's degree and one year of relevant experience.

Preferred Qualifications:

- Master's degree, preferably in business administration, communication, management, international agriculture, or related field.
- Ability to be proactive and productive in a fast-paced, international research environment and be able to identify innovative solutions to problems.
- Excellent oral and written communication skills, including social media expertise.
- Ability to analyze data and produce a variety of scientific and technical reports.
- Excellent organizational, monitoring and evaluation, and data management skills.
- User skills in office software that includes MS word, excel, PowerPoint, publisher, InDesign, Photoshop or other word processing and communication platforms and systems.
- Strong commitment to client satisfaction and provision of information and training.
- Commitment to fostering diversity and working with international research teams.
- Experience with communication planning and mass media and knowledge management.
- Experience and/or knowledge of key issues related to sustainable intensification (SI) in an international context.
- Experience in monitoring international research project portfolio.
- Experience using and designing websites, databases, and web based reporting platforms.

Other Requirements:

- *Ability to travel overseas*
- *Applicants must be currently authorized to work in the United States at the time of employment*

Salary and Benefits: Competitive and commensurate with candidate's ability and experience. The Kansas State University has an attractive benefit package that includes a retirement plan, group medical, dental, and life insurance plans, worker's compensation, vacation leave, sick leave, and other benefits.

How to Apply: Applicants should submit a letter of application, resume and names of 3 professional references that include professional title, telephone number and email address. Candidates must apply via PageUp at the following url:

<http://careers.k-state.edu/cw/en-us/job/504326/programproject-administrator>

Screening Begins: The review of applications will begin on July 30, 2018 and will continue until the position is filled.

Equal Employment Opportunity: Kansas State University is an Equal Opportunity Employer of individuals with disabilities and protected veterans and actively seeks diversity among its employees. Equal Employment Opportunity is the Law.

Background Screening Statement: In connection with your application for employment, Kansas State University may procure a Background Screen on you as part of the process of considering your candidacy as an employee.