



INSTITUTE OF AMERICAN INDIAN ARTS

CLE USDA PROJECTS MANAGER JOB DESCRIPTION

DEPARTMENT	CENTER FOR LIFELONG EDUCATION
CLASSIFICATION	NON-EXEMPT, PROGRAM/TECHNICAL
REPORTS TO	DIRECTOR OF CLE
SUPERVISES	USDA PERSONNEL, SR. ASSOCIATES AND CONTRACTORS
LAST UPDATE	MARCH 2010

SUMMARY OF RESPONSIBILITIES

Performs program management, supervisory, planning, grants management and intra grant coordination and support functions to promote institutional land grant capacity according to established policies, procedures and regulations of the USDA-CSREES and USDA-TCRGP and USDA Endowment grants as directed by the Director of the Center for Lifelong Education. Supports the mission of the Institute and serves on CLE and Institutional Committees as needed.

ESSENTIAL POSITION FUNCTIONS

- Supervision and support of USDA project staff and Associates in the implementation of USDA grants and initiatives.
- Plans and provides outreach in cooperative extension services, sustainable agriculture and land grant services to tribes and communities.
- Serves as lead in developing sustainable outreach land grant initiatives for the CLE and institute.
- Maintain in an orderly fashion all program related files and paperwork.
- Serves as liaison and point of contact with NMSU, state legislature and federal agencies for USDA CSREES, USDA Endowment and TCRGP programs assigned to CLE.
- Develops MOU/MOA's with tribal governments in coordination with CLE USDA programs and staff for outreach programs in areas of agriculture, distance education, cultural education and health and wellness programming.
- Develops a comprehensive strategy and plan for establishing land grant initiatives and a center for sustainable agriculture and extension services outreach to tribes.
- Plans and implements garden projects on campus and with pueblos in coordination with Indigenous Science program (ILS).
- Plans and supervises specialty workshops in sustainable agriculture, permaculture and extension topics.
- Conducts program site visits to tribal sites and supports USDA initiatives through workshops/training.
- Design course topics in Indigenous sustainable agriculture for the Indigenous Liberal Studies Department.
- Coordinates annual food and seed sovereignty and health and wellness conferences.
- Completes program evaluations, program reports and develops new applications to support program initiatives.
- Assist CLE Distance Education Coordinator in planning and implementation of CLE digital media initiatives with other TCU's, IAIA and tribal sites.
- Other duties as assigned.

REQUIRED EXPERIENCE AND EDUCATION

Masters Degree (MA) in Higher Education Administration or related field with at least 3 three years experience in project management, supervision or coordination of sustainable agriculture projects; cooperative extension services,

grant development, digital media and tribal outreach. PREFERRED: A degree in the Natural Sciences such as (Agriculture, Science, etc) and prior experience with USDA grants and/or comparable grants.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated knowledge of Indigenous sustainable agricultural practices, gardening and farming methods.
- Demonstrated experience in writing successful grants to support comparable-USDA programs.
- Demonstrated knowledge and skill in distance education practices, digital media; course development to support sustainable agriculture education and Land Grant initiatives of the Institute.
- Demonstrated knowledge of either USDA programs, regulations, and Land Grant requirements OR comparable programs/grants.
- Demonstrated communications expertise, in order to effectively interface with USDA program and grant management personnel.
- Demonstrated knowledge of values, cultures, customs and tribal protocols.
- Ability to facilitate planning and tribal constituent meetings.
- Ability to communicate effectively and work successfully with IAIA community as related to job responsibilities.
- Proven skill and ability to resolve divergent perspectives/opinions in a constructive manner.
- Adheres to appropriate standards of conduct and ethics, including confidentiality, integrity and honesty; follows directives; exhibits ability to adapt to changing work environments; cooperates and works respectfully with others; participates in pro-active problem solving; regularly attends job duties and participates in meetings as required; refrains from engaging in rumors.
- Proven ability to interact with a wide range of individuals and at all levels, professionally and effectively.
- Ability to complete assignments accurately and on time, with minimal supervision, including starting projects independently (or as assigned), and ending projects (or assignments) to conclusion on a timely and successful basis.

WORKING CONDITIONS

- Extensive out-of-town travel to tribal locations for meetings and conferences using a personal vehicle or company vehicle.
- Use of personal vehicle will require proof of insurance.
- Use of company vehicle will require a clean driving record, in order to be bondable.
- This job description does not list all the duties of the job.
- Incumbent may be asked by supervisors or managers to perform other duties.
- A performance evaluation will include assessment of successful performance of job duties as described herein.
- Management has the right to revise this job description at any time.
- The job description is not a contract for employment.

EMPLOYEE _____ DATE _____

SUPERVISOR _____ DATE _____

IAIA PRESIDENT _____ DATE _____

HR MANAGER _____ DATE _____

