



INSTITUTE OF AMERICAN INDIAN ARTS

USDA GRANT PROJECTS MANAGER

The Center for Lifelong Education is seeking a USDA Grant Projects Manager. A division of the Institute, The Center for Lifelong Education is focused on Indigenous ways of learning and represents our tribal outreach, technical services, extended education and cultural exchange. The CLE serves Indian populations in the state, the four corners region as well as nation wide.

The incumbent performs program management, supervisory, planning grants management and intra grant coordination and support functions to promote institutional land grant capacity according to established policies, procedure and regulations of the USDA-CSREES and USDA-TCRGP and USDA Endowment grants as directed by the Director of the Center for Lifelong Education.

QUALIFICATIONS: 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.

TO APPLY: Send cover letter, resume and three professional references to IAIA, HR Dept., 83 Avan Nu Po, Santa Fe, NM 87508, fax: 505-424-0505, email: humanresources@iaia.edu. For full job description visit: <http://www.iaia.edu/employment.php>. The Institute gives preference in hiring to Native Americans to the maximum extent practicable. Include CIB if claiming Indian preference.