Water Institute Research Coordinator III

The UF Water Institute is seeking a Research Coordinator III who can bring creativity and excellent project coordination, facilitation, communication and leadership skills to our collaborative work environment. This position reports to the Water Institute Director.

Specific responsibilities include:

- Work with Water Institute staff, faculty and students to develop innovative interdisciplinary water-related research, extension and education programs, identify funding opportunities, and prepare proposals for external funding agencies.
- Serve as project manager/coordinator/facilitator for externally-funded Water Institute project teams. In collaboration with faculty teams, assist in project implementation, execution and evaluation. Coordinate preparation and submission of project reports, data repositories, journal articles and extension publications.
- Serve as Water Institute coordinator/facilitator for scientist-stakeholder networks such as the Florida Water and Climate Alliance. Work with Water Institute staff, faculty and stakeholder teams to develop new stakeholder engagement programs.
- Work with the Water Institute staff to raise the visibility of Water Institute research, extension and education programs by providing content for Water Institute communications outlets.
- Work with the Water Institute staff to plan and execute Water Institute Biennial Symposia, seminars and workshops.
- Other duties may be assigned based on the needs of the unit.

Minimum Requirements: Bachelor’s degree in an appropriate area of specialization and three years of appropriate experience; or an equivalent combination of education and experience.

Preferred Qualifications: Master’s degree in a relevant earth and environmental science and at least 2 years of experience is preferred. The ideal candidate will have excellent written and verbal communication and facilitation skills, and project management experience.

Expected Salary: $45,600- $72,900; commensurate with qualifications and experience.

Applications containing a resume, letter of interest and the names and contact information for three references should be submitted through the official University of Florida Human Resources procedures detailed at https://explore.jobs.ufl.edu/ by September 9, 2023.