POSITION ANNOUNCEMENT
University of Georgia, Animal Science Department (ADS), Tifton Campus, USA

Position Title: Program Coordinator III – Beef Cattle Extension

Position Description: Position is located in ADS on the Tifton Campus and provides support for the UGA Beef Cattle Extension Program. Specific responsibilities pertain to coordinating, under the direction of extension beef faculty, The Tifton and Calhoun Bull Evaluation Programs, The Georgia Heifer Evaluation and Reproductive Development Programs (HERD), the Georgia Beef Challenge Program (GBC), and assisting with the Georgia Junior Livestock Program, and other extension and research projects. The main duties of this position are to coordinate entries, records, data, and communications/information flow between program consigners, university faculty and staff, as well as collaborating agencies such as the Georgia Cattlemen’s Association, USDA Market News Service, feedlots, and Iowa State Extension Specialists. Duties will also include, but not limited to, the following for each program: 1) Scheduling of events (ie, arrival days, work days, etc.), 2) Coordinate entries from consignors, 3) Prepare periodic reports of animal performance, 4) Schedule outside services such as transportation, veterinary services, and labor, 5) Schedule and organize annual meetings, prepare minutes, and distribute summary, historical and financial data to the respective advisory committees. Other duties include attending beef industry events and meetings to educate the public about program services, serving as an ambassador for the UGA Beef Team, providing support for other related extension and research projects, providing reports on the programs, attending staff meetings, and providing administrative paperwork. The person will also be responsible for maintaining quality assurance measures for UGA Beef Cattle Extension programming.

Qualifications: Candidates with a Master’s degree in animal science, agricultural economics or a related field with a minimum of two years of experience in the beef industry and program planning are preferred. However, consideration will be given to candidates with a Bachelor’s degree in animal science, agricultural economics or a related field that have extensive experience in the beef cattle industry and program planning.

Necessary Knowledge, Skills, Etc. for the Position: 1) Extensive knowledge of the beef cattle industry, 2) Ability to collect, summarize, and manage large sets of data, 3) Ability to coordinate and communicate with clientele and various agencies, 4) Proficient with computer technology (eg. Email programs, Microsoft Excel, Word and Access), 5) Must be high motivated to excel, a self-starter and a detail oriented person, 6) Some travel within the state will be required.

Salary: Annual Salary Minimum of $46,664

Questions should be directed to the Dr. Lawton Stewart at lawtons@uga.edu or 706-542-1852.

The University of Georgia is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment with regard to race, color, religion, sex, national origin, disability, gender identity, sexual orientation or protected veteran status.