



## University Relations Coordinator

This position is a remote role for the ideal candidate. The person will be responsible for driving partnerships with Land Grant and Minority-Serving Colleges and Universities within the MANRRS network. You will be part of the National MANRRS Office Staff and expected to drive relationships with key institutions.

This is an exciting opportunity to help surface areas of opportunity and develop best practices for how we 'show up' with and support MANRRS institutions. You will play a key role in engaging directly with diverse stakeholders within the MANRRS network and at the universities. You will work closely with the National Office to achieve your goals; you will develop deep insights into universities' needs through on-campus presence and will be responsible for clearly documenting and communicating these customer insights back to the MANRRS National Office.

The ideal candidate will have strong customer-facing skills, professional presence, the ability to think broadly, and the presence to help bring all of MANRRS' assets into one integrated agenda with universities. You will have the ability to understand cultural norms at all levels of the university community - from Presidents and Provosts to professional staff and students, and the ability to navigate, engage, and influence a broad constituent base within MANRRS.

You will report directly to the Chief Operating Officer and will help coordinate the MANRRS strategy with collegiate institutions. An ability to operate independently, proactively, and intuitively in a shifting environment is essential. Minimum of 30% travel is required.

### Salary

- Range: \$50,000 - \$60,000, commensurate with experience.

### Responsibilities:

- The University Relations Coordinator will serve as the leading recruitment representative for MANRRS at national conferences, university, and community college visits, and at diversity STEM organizations' events.
- This person will cultivate and develop partnerships with minority-serving institutions, as well as the marketing recruitment strategy to publicize and share educational opportunities available for MANRRS undergraduate students and prospective graduate students, postdocs, and researchers.
- Collaborate with MANRRS Executive Committee and advisors on local chapter and program recruitment initiatives, such as informational workshops for prospective students, creating and preparing materials for recruitment trips, and coordinating campus visits at partner institutions.



- Develop, publicize, and lead the MANRRS Ambassadors program, working with students to help promote opportunities at conferences, meetings, or online, as well as provide training on best recruitment practices.
- Manage and implement day-to-day activities of the University Relations and Membership program, including publicity, recruitment, applications, and administrative oversight associated with establishing new and current chapters.
- Play a key role in outreach strategy, development, and cultivation of relations with Minority-Serving Institutions (MSIs) across the country to promote educational and professional opportunities at MANRRS.
- Facilitate informational sessions and workshops for prospective students and postdocs
- May advise, coach, and mentor students
- Create DEI content for website, brochures, and recruitment materials to distribute through various communications channels, including email lists and social media
- Conduct literature reviews, develop, deliver, and analyze program surveys to inform MANRRS recruitment strategy and impact better
- Surface and elevate university needs and opportunities that do not fit into current MANRRS outreach back to the MANRRS team. Based on this information, propose new strategic initiatives to the MANRRS team and internal stakeholders.
- The job duties listed are typical examples of work performed by positions in this job classification and are not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks, and responsibilities
- Employees may also perform other duties as assigned.

## Duties:

### **MANRRS Resource for Internal/External Customers – 40%**

- Take designated training and courses related to Workforce Development and curriculum development. Implement tools to enable all stakeholders to integrate MANRRS resources including, but not limited to a Quarterly Newsletter and online communication resources via multiple online media platforms. Assess program evaluations and goals for the MANRRS program and curriculum, detect any performance deficiencies, and suggest target training and opportunities for chapter advisors. Assist in planning collegiate programs for MANRRS and collaborative partners. Lead workshops and programs that focus on academic success and retention, progression, and graduation (e.g., academic coaching, time management, career prep, financial literacy, public speaking, undergraduate research, service, global/diversity engagement, internships, etc.) of traditionally underrepresented student populations.

**Reporting and Communication – 35%**

- Independently coordinate the services provided by MANRRS and staff, maintaining, and enhancing the reporting system for the usage of marketing materials, social media, website, and newsletters for the National Office and team. Create and retain reports as needed.
- Manage membership database.

**Business Support, Service, and Professional Development, Youth Outreach – 15%**

- Model and promote excellent customer service as the MANRRS University Relations primary liaison of the Society. Participate in continuous professional improvement and training activities. Provide input for ongoing improvement in processes to ensure effective and efficient practices. Respond in a timely manner to all questions from prospective and current students. Stay up to date on all current policies and procedures. Be proficient in Microsoft Excel and Word.

**Professional Standards, Customer Service, and Organizational Improvement – 10%**

- Consistently live out the commitment to the National Society of MANRRS as a tenet of excellence, competence, respect, flexibility, communication, and learning. Model and promote excellent customer service to all internal and external constituents. Expand professional knowledge through training, classes, and seminars. Demonstrate exceptional people capabilities, ensuring diverse perspectives throughout—other duties as assigned.

**Minimum Qualifications:**

- Applicants must be authorized to work for any employer in the U.S. We are unable to sponsor or take over sponsorship of an employment VISA
- Bachelor's degree in a related field and three years of relevant experience, or combination of education, training, and relevant experience
- Data-driven and familiarity with reporting and analysis
- Demonstrated ability to work independently.
- Ability to analyze complex issues and work effectively across teams.
- Strong ability to represent MANRRS and build trusted external relationships.
- Demonstrated ability to facilitate an effective virtual community, and a track record of excellent teamwork and collaboration in a large organization across multiple teams.
- Excellent oral, written, and interpersonal skills
- Ability to travel domestically and work non-standard/varied working hours for recruitment trips.
- Valid Driver's license.



### **Desired Qualifications:**

- Master's degree preferred
- Background in education or curriculum development
- Experience presenting strategy and results to senior leadership
- Experience with budget and expense management
- Knowledge of MANRRS
- Knowledge of Minority Serving Institutions (HBCUs, HSI, Tribal, etc.) and Land Grant Institutions
- Knowledge of food, agriculture, natural resources, and related sciences.
- Highly organized and efficient
- Marketing and design skills
- Project management skills

### **Inclusion Disclosure:**

If you need assistance and/or reasonable accommodation due to a disability during the application or the recruiting process, please contact MANRRS at [exec.office@manrrs.org](mailto:exec.office@manrrs.org).

MANRRS is an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, family or medical care leave, gender identity or expression, genetic information, marital status, medical condition, national origin, physical or mental disability, political affiliation, protected veteran status, race, religion, sex (including pregnancy), sexual orientation, or any other characteristic protected by applicable laws, regulations, and ordinances. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements.