

From: Marcus Duck <duckmarc@msu.edu>
Subject: 2011 Triton College
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To: Marcus Duck <duckmarc@msu.edu>



From: Antoinette Baldin [<mailto:abaldin@triton.edu>]

We received funding for two new programs – one in Sustainable Landscape Practices and one in Sustainable Agriculture Technology through the TAA grant with our partnership with the Illinois Green Network. We have two maybe three full time positions.

The first one is a Project Manager/Curriculum Coordinator for the grant – this individual would do some curriculum development and I have attached that job description. The other is for a Curriculum Developer/Instructional Designer (that job description is not attached). Both positions are specific for the sustainable agriculture programs.

Both of these will allow individuals to get into the ground floor of new STEM programming in Sustainable Agriculture in Illinois . We will also have a full time faculty position at the end of the grant.

I also am going to be hiring a Full time temporary faculty for the Horticulture program due to an upcoming retirement. All positions should post shortly on the Triton College website but if you think you might know a few candidates – please have them contact me directly by email or phone at 708-456-0300 ext. 3395. We hope to get the two SAT positions filled by Feb 1st.

Antoinette Baldin
Dean, Business and Technology
Triton College

SAT Grant Project Director/Curriculum Coordinator (100% grant funded)

Supervisor: Dean, Business and Technology

Division: Business and Technology (Administrative Position)

Minimum Qualifications:

- 1) Bachelors' degree in Sustainable Agriculture, Horticulture, Agriculture, Plant Sciences, Environmental Science, Food Production, Agribusiness or related fields.
- 2) This position requires excellent communication and interpersonal skills to promote and work with diverse groups including staff, students, stakeholders and advisory committees on project requirements
- 3) Ability to innovatively develop new curriculum with an understanding adult pedagogy using an open-source platform with on-line and hybrid delivery
- 4) Two to five years of grant management for federal agencies including deliverables management, programmatic reporting, and fiscal monitoring
- 5) Ability to attend all required meetings and travel for project activities.
- 6) Ability to research and synthesize information and communicate to others.

Preferred Qualifications:

- 1) Masters' degree preferred
- 2) One to two years of prior education experience within a community college.
- 3) Prior experience with grant funded project management.

Job Summary:

- 1) Implementation and project management for grant-funded program development supported by funding through the National Science Foundation and the U.S. Department of Labor
- 2) Assess and direct program areas on project development and grant deliverable requirements including, but not limited to, course development, reporting, and marketing.
- 3) Develop new curriculum for two degree programs
- 4) Conduct bi-yearly advisory committees and recruit membership for communities
- 5) Attend all monthly and annual meetings and promote project activities
- 6) Develop articulation agreements with four year institutions
- 7) Develop program of study with district and out of district high schools
- 8) Recommend for hire curriculum developers
- 9) Collaborate with other organizations regarding best practices in sustainable agriculture
- 10) Recommend and submit requisitions for equipment needs
- 11) Establish faculty workshops and high school student camps
- 12) Collaborate with outside evaluator on project

- 13) Disseminate project information to all stakeholders and administrators
- 14) Evaluate project outcomes and submit timely reports to all grant agencies
- 15) Develop and write follow-up project or center grant proposal and work with the college's grants development office to prepare follow-on funding proposals.
- 16) Attend and present at various local, state and national conferences
- 17) Maintain currency with current local, state and national trends related to urban and sustainable agriculture.
- 18) Coordinate with Botanical Garden Manager on all equipment and laboratory needs.
- 19) Other duties as assigned.