

ANNOUNCEMENT OF PROFESSIONAL VACANCY

State University of New York
College of Environmental Science and Forestry
1 Forestry Drive, Syracuse, New York 13210-2778

Budget Title: Senior Staff Assistant

Campus Title: Online Education Program Coordinator

Unit: ESF Open Academy

Professional Rank and Salary: SL-3, Salary DOQ 50% FTE

Duration: Temporary - Two years (with potential for extension)

The State University of New York College of Environmental Science and Forestry (ESF) seeks applications for a part-time position of Online Education Program Coordinator to support the launch and delivery of the College's new and ongoing online education programs.

The Online Education Program Coordinator provides day-to-day hands-on coordination of, and support to Open Academy professional staff, online education program instructors, and students enrolled in online education programs and related courses. Efforts will vary somewhat between new and ongoing programs, and during the launch of a new program(s). The coordinator will adapt and/or develop and use action plans and other resources in order to effectively fulfill all critical success elements throughout a program lifecycle. This position will require organizational, interpersonal, communication (written and oral), and analytic skills.

Brief Description of Duties:

- Serve as a key point of contact and provide concierge-like support to online education program students (e.g. facilitate students' connection with Admissions, Student Life, Registrar, Bursar, Financial aid, Computing, and other campus offices and resources).
- Provide students with program-specific advising to support inquiry/application, orientation/onboarding, continuation, and program completion.
- Manage online program web content and related information materials.
- Coordinate program-specific student outreach in concert with the undergraduate admissions and graduate school offices, including communication with students and other stakeholders by phone, email, webinar, and at on- and off-campus events.
Coordinate scheduling of courses / course sections, and co-curricular webinars to support student advising and success.
- Assist in the collection and analysis of assessment and other program data, and the preparation of reports and presentations.

Application Deadline: Although the College will accept applications until the position is filled. Interested candidates should submit their application by **October 20, 2018** to ensure optimal consideration.

Application Procedure: Application materials are required to be submitted on-line at <http://www.esf.edu/hr>. Please provide cover letter, resume, and the names, phone numbers, and email addresses for at least three employment references, including a current or previous supervisor (we will not contact references without prior permission).

Title: Postdoctoral Associate

Descriptive Title: Project Coordinator, New York Mammal Survey

Department: Environmental and Forest Biology

Salary: \$50,000 plus annually (full time) depending on qualifications

Duration: Two years, with possible extension

Project description:

This project will be conducted as a joint effort among the New York State Department of Environmental Conservation, the SUNY-ESF Roosevelt Wild Life Station, the New York Natural Heritage Program, the Cooperative Fish and Wildlife Research Unit at Cornell University, and professionals from various other contributing organizations. We seek a Theodore Roosevelt Postdoctoral Scholar working under the direction of Dr. Shannon Farrell, Dr. James Gibbs, and Dr. Jacqueline Frair to oversee the day-to-day implementation of the project: 1) developing a framework for managing species occurrence records online, 2) coalescing and mapping existing public and privately-collected data on the distribution of mammals in New York State, 3) identifying and filling key data gaps as appropriate, and 4) modeling and mapping species distributions to provide a baseline assessment of population status.

Brief Description of Duties

- Coordinating the project team including stakeholders
- Training and overseeing personnel undertaking targeted field surveys and those acquiring existing occurrence records from various sources
- Designing effective and efficient surveys for rare/cryptic mammals statewide
- Modeling species distribution and abundance
- Recruiting regional experts to participate in the project
- Managing project database
- Publishing findings in peer-reviewed journals as well as generating project communications to the public
- Reporting to project Steering Committee at regular meetings
- Providing periodic progress reports to NYS DEC
- Working with project Steering Committee to identify and pursue additional funding opportunities

Application Deadline: Although applications will be accepted until the position is filled, candidates should submit their application by **October 8, 2018** to ensure optimal consideration.

Application Procedure: Please upload a single .pdf file containing: 1) one page cover letter, 2) one page statement of research discussing the applicant's qualifications for the position, research interests, and future career goals, 3) curriculum vitae including the names and contact information of three references with a brief explanation of the candidate's relationship to each reference, and 4) a copy of the applicant's most relevant journal publication (only one) and employment application must be submitted on-line at <http://www.esf.edu/hr/>.