**Draft Job Description**

**UW Farm Interim Development Coordinator**

Minimum qualifications/requirements

* Academic and/or work experience related to data analysis, systems analysis or policy work.
* Experience or familiarity with UW Farm educational programing and production methods.
* Satisfactory academic progress, as defined by the supervisor

Research Assistants/Associates are Academic Student Employees (ASEs) hired by faculty to assist in carrying out a particular research agenda, in this case, assisting with the development of a strategic plan for the UW Farm. The payroll title for such employees varies from Research Assistant, Research Associate 1 and Research Associate 2. The title/pay level is determined based upon the ASE’s current academic status.

While a research assistant is expected to contribute in many ways to the project, typical responsibilities include the following:

* Organize and help conduct stakeholder interviews
* Collect and analyze data on student usage at the farm
* Prepare materials for strategic planning process
* Communicate using social media about ongoing farm efforts in meeting the growing demand for food production and sustainability education on our campus
* Assist the Faculty Advisory Committee in the work of Strategic Coalition building to support the UW Farm work.
* Identify, with the help of farm staff and faculty priority areas for farm programing growth
* Maintain accurate organized records and assist farm staff in keeping organized records for reporting purposes
* Manage and respond to project related email
* When appropriate assist in the supervision of undergraduate students working on the projects related to strategic planning process
* Attend weekly or bi-weekly meetings
* Prepare progress reports for the Faculty Advisory Committee
* Assist in the presentation of the final version of the strategic plan

Other duties and responsibilities may be assigned as the work progresses. Quarterly work requirements and schedules must be discussed with the Supervisor to ensure that the work priorities can be accomplished in the 220 work hours scheduled for the quarter (for a normal half-time appointment). Concerns about any additional responsibilities should be discussed first with the supervisor (faculty researcher), and then the Graduate Program Committee Chair or the Department Chair.

The UW Farm prioritizes its work in diversity, equity and inclusion. Graduate students with diverse experiences in food systems, policy or strategic planning efforts are encouraged to apply.