Title: Coordinator
Functional Title: Coordinator – Risk Analysis Program
Position Number: 120390
Category Status: Exempt Contingent II
Unit: AGNR-Joint Institute for Food Safety and Applied Nutrition (JIFSAN)

Position Summary/Purpose of Position:
This is a 12 month Exempt Contingent II contractual position with option to renew. This position will report to and work directly with the Risk Analysis Program Manager to efficiently administer JIFSAN’s food risk analysis programs as well as manage food safety capacity building partnerships with other organizations. Duties include management of daily operations and planning to meet long term goals.

Responsibilities:
• Assist in the management of the Risk Analysis Training program in the planning and implementation of new or revised programs, procedures, practices and organization.
• Manage the JIFSAN Professional Development training courses in food safety risk analysis to include planning, scheduling, budgeting, registration, advertising, on-site logistics, course materials and compensation for consultants.
• Assist with the research project involved in the monitoring and evaluation of JIFSAN’s training programs. Incumbent will aid in collecting, compiling, and organizing data pertinent to various ongoing activities, including analysis, summaries, and communicating this information to appropriate officials.
• Prepare final reports, recommendations and other information resources for the improvement of the risk analysis programs.
• Coordinate programs on food safety capacity building trainings with foreign governments/organizations, international organizations, and the industry.
• Assist with the formulation and preparation of grant proposals and project proposals.
• Assist in maintaining and improving foodrisk.org

Qualifications:
Required–
• Bachelor's Degree
• Professional background in science, project management related to economics or other discipline relevant to food safety.
• Demonstrated ability to clearly present ideas, reports, recommendations, both orally and in writing.
• Strong organizational skills and the ability to work in multidisciplinary teams.
• Strong interpersonal and communication skills and adherence to deadlines
• Ability to perform simple statistical analysis.
• Ability to perform literature reviews.
• Ability to manage and create databases.
Preferences–
• Master’s Degree – in related field

Salary & Benefits:
Salary will be commensurate with experience. The University of Maryland offers an extensive benefits package.

Applications:
All candidates must apply online at https://ejobs.umd.edu. A complete on-line application packet includes: Cover letter, Resume, Unofficial transcripts and Three (3) professional references: name, e-mail, and phone number.

Closing Date: Open Until Filled. For best consideration apply by September 5, 2014

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