

**Title:** Desert Studies Center Research and Education Coordinator

**Classification:** Admin Analyst/Specialist Exempt II

**Work schedule:** Full-time, schedule varies depending on need

**Closing date:** January 10, 2019

**To apply:** Use the link below and select "Location: Desert Studies Center at Zzyzx"

<https://sjobs.brassring.com/TGWebHost/searchopenings.aspx?partnerid=11720&siteid=76>

**Statement:**

The California State University Desert Studies Consortium seeks a highly qualified individual to serve as Desert Studies Center Research and Education Coordinator. The R & E Coordinator oversees day-to-day planning, management and execution of academic programs at the Soda Springs Desert Studies Center (DSC) field station located at Zzyzx, CA. The successful candidate will be accountable for short- and long-term academic goals at the DSC, including those developed as partnerships or networks with other agencies and organizations (e.g., Mojave National Preserve). Responsibilities of the position include: grant-writing and fundraising to support DSC research and education programs, development and teaching of desert-related courses (e.g., extension, intersession classes) using student-centered teaching practices, instructional support of classes from other institutions at the DSC, development of a DSC-based research program in one's specialty that includes student participation, and assistance with many operational needs of this remote field station.

The position is based at the DSC, which is located within the Mojave National Preserve at Zzyzx, California. The DSC is operated by the California State University (CSU) system and governed by the California Desert Studies Consortium (CDSC), which is an academic collaboration among seven CSU campuses: Dominguez Hills, Fullerton (host campus), Long Beach, Los Angeles, Northridge, Pomona and San Bernardino. The mission of the CDSC is to encourage the understanding of, and appreciation for, the California deserts by developing student academic skills and public awareness through instruction, research and special programs. <http://nsm.fullerton.edu/dsc/>

The DSC serves >2500 users annually for classes and other academic activities. The highly variable work schedule and remote location of the DSC often requires being on call outside normal business hours and regular off-site travel for procurement and meetings. Long-term housing at the DSC and business-related vehicle use are provided by the CDSC.

**Job Summary:**

Under the general direction of the Associate Dean of the College of Natural Sciences and Mathematics and with guidance from the Desert Studies Center (DSC) Director, the incumbent oversees day-to-day planning, management and execution of the Desert Studies Center research and education programs. Accountable for short- and long-term academic goals and objectives, including those developed as partnerships or networks (e.g., with National Park Service, NPS). Identifies, applies for, and secures funding for DSC research and education programs; accountable for and oversees research and education budgets. These operations are complex and critical for the function of the DSC, a CSU field station managed by California State University (CSU) Fullerton and part of the CSU Desert Studies Consortium (CDSC). Performs high-level and specialized functions in this program, and uses substantial judgment involving the analysis, interpretation, integration, compilation, application, and presentation of complex data and information. Maintains high-level and diverse contacts with outside entities and agencies. Other duties as assigned.

**Major job responsibilities (%):**

65% Oversee the management of DSC research and education programs

15% Administration of the DSC operations

10% Assist with physical plant operations

10% Other duties as assigned

**Primary duties associated with each major job responsibility:**

- Oversee the management of research and education programs:
- Establish, lead and manage research and education programs at the DSC that support of the mission of the CSU and the CDSC
- Create research and education opportunities that leverage the CDSC's partnership with the Mojave National Preserve, and the DSC's location therein.
- Seek external funding to support CDSC research and educational programs
- Publish and present academic findings through professional outlets (e.g., journals, conferences)
- Provide formal and informal instruction on regional natural & cultural resources
- Coordinate Desert Studies sponsored courses, including intersession and extension offerings
- Maintain/curate DSC research collections and historical archives (e.g., insect collection, herbarium specimens, historical photos)
- Engage in public outreach

**Administration of the Desert Studies Center operations:**

- Serve as information lead for the DSC, including environmental data collection, curation and archiving
- Responsible for academic supplies/equipment inventories, maintenance and procurement
- Oversee DSC library services,
- Manage DSC research and education budgets
- Serve as primary liaison for research and education regulatory compliance (e.g., NPS permits)
- Contribute effort as needed to facilitate guest services
- Assist Site Manager with recording and reports
- Responsible for health & safety compliance of station laboratory

**Physical plant oversight and operations:**

- Serve as primary liaison for academic technology services and communications (i.e., internet/wi-fi)
- Assist with utility systems operations/monitoring in absence of site manager (water, sewer, power, HVAC)
- Assist with building operations/monitoring, custodial, grounds/landscaping, waste management
- Maintain/upgrade instructional and research facilities (e.g., classroom, research lab) and equipment including climate stations

**Essential Qualifications:**

Bachelor's degree or higher in any of the Natural Sciences and/or the equivalent training and administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of programs PLUS four years of related experience. Proven experience in leading research and educational programs, including high-level analyses, interpretation, integration, compilation, application and presentation of complex data and information. Experience with grant- and technical-writing in support of academic programs and research. Ability to serve as an advisor to the Desert Studies director and its board of governors for purposes of influencing and implementing strategic objectives and policies. Ability to oversee and manage educational and research equipment, supplies, collections and budget. Must be able to maintain diverse contacts with CSU partners and external partners and agencies.

**Preferred Qualifications:**

Master's degree or higher, in any of the Natural Sciences, or the equivalent experience in an academic setting. In-depth knowledge of and ability to apply expertise in the theories, principles, methods, and practices associated with the specialty research and education programs offered at the DSC, including internal practices and procedures and pertinent laws and regulations requiring substantial judgment and discretion for their application. Substantial and broad knowledge of public and private entities impacting the Desert Studies Center and ability to integrate and apply this knowledge to improve existing and develop new educational and research programs. High-quality publication record, and successful record of acquisition of educational or research grants. Ability to effectively collaborate with a variety of internal and external stakeholders; students, faculty, staff, meeting attendees, municipal, state and federal agencies. Personal or professional commitment, as demonstrated by efforts and active planning, for diversity outcomes.

**Special Working Conditions:**

The desert environment has temperatures ranging from 20F to 120F. The weather is generally hot and dry by day and cold at night with periodic heavy rains or extreme winds. Often required to work for short periods of time in these inclement conditions. Also usually working on uneven and unpaved surfaces within the Center and surrounding areas.

California State University, Fullerton celebrates all forms of diversity and is deeply committed to fostering an inclusive environment within which students, staff, administrators and faculty thrive. Individuals interested in advancing the University's strategic diversity goals are strongly encouraged to apply. Reasonable accommodations will be provided for qualified applicants with disabilities who self-disclose.

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