

Assistant Project Manager-School of Natural Resources-UTIA Extension

The School of Natural Resources (SNR) at the University of Tennessee Institute of Agriculture (UTIA) invites applications for the position of Assistant Project Manager to provide project administration support for the University of Tennessee's Climate Smart Commodities Partnership grant award ("Grasslands Partnership"). This is a regular, non-exempt, full benefits position, MR05, with external grant funding secured for a period of 4.5 years, stationed in Knoxville, Tennessee. The School of Natural Resources is committed to providing a safe and welcoming environment to all. Women and minorities are encouraged to apply.

The Grasslands Partnership involves numerous Extension programs and activities across the nine-state region encompassed by this project. The Assistant Project Manager supports this work as needed, which includes managing travel for project partners and participants, procuring goods and services, maintaining records, assisting Extension staff with organization, coordination, and implementation of outreach events, and other accounting duties within the School of Natural Resources in the context of the project.

Essential competencies for this position require knowledge of contracting procedures and protocols, accounting practices, management of payments, and essential skills to analyze budgets and evaluate contract compliance, maintain data on expenditures, and reconcile budgets. The Assistant Project Manager will have the ability to process project data and prepare financial and project reports, make recommendations to improve practices pertinent to project management and processes, maintain records, communicate effectively, and work both independently with minimal supervision and as part of a team. Preferred competencies include knowledge of University of Tennessee (UT) procurement guidelines, contracting, invoicing, fiscal management practices and agricultural practices, especially those related to grasslands management and livestock production, as well as Extension programs and procedures and a knowledge of IRIS and other software programs used to develop reports and communicate with partners. Preferred skills and abilities include management of social media and webpages, and preparation of Extension publications. The primary duties and expectations of the position include:

- Preparing, reviewing, and managing contracts and contract amendments for collaborating farm operations with limited supervision, ensuring information has been collected, is accurate, and entered onto appropriate forms and databases in compliance with United States Department of Agriculture (USDA) guidelines
- Developing reports on fiscal status of project for supervisor and project partners
- Coordinating all payments per farm contracts, ensuring appropriate documentation has been provided and compliance documentation is complete
- Tracking payments within UT's fiscal accounting system
- Reconciling accounts and maintaining information in current form
- Monitoring and analysis of project budgets and expenditures
- Other related duties as assigned

REQUIRED QUALIFICATIONS: A high school diploma and four years of relevant experience.

PREFERRED QUALIFICATIONS: A bachelor's degree in business administration, accounting, or agricultural economics; experience with contracting, accounting, budget management and/or analysis, project management and reporting.

TO APPLY: In addition to completing the online application, upload the following documents as **PDF files** through the [university's applicant tracking system](#): 1) A letter of interest outlining relevant experience and education, 2) a current resume listing education, job experience, skills, training, and software programs knowledge, and 3) full contact information of at least three professional references. Review of applications begins at once and continues until the position is filled.