The University of Georgia is seeking a qualified candidate to serve as the Archway Education Professional in Dalton-Whitfield County, Georgia. The Archway Partnership was initiated to bring the University of Georgia’s expertise to communities and to facilitate community interaction with the University of Georgia. The Archway Education Professional is a UGA Public Service (Public Service Assistant 55500) track position jointly funded by the College of Education, the Archway Partnership and the local community with a faculty appointment in the Department of Communications and Special Education within the College of Education and the Archway Partnership unit. This new position has been designed to assist in identifying and addressing community needs related to parent capacity and school readiness and coordinating birth-to-five initiatives. The anticipated start date for this position is March 01, 2013.

**General:** The Archway Education Professional position will be located in Dalton-Whitfield County and will also participate in departmental activities in the UGA College of Education. The incumbent will spend approximately 80% of their time in the county and region and about 20% on the Athens campus.

**Job Description:** The Archway Education Professional is the lead person in the Archway portal county that works with community leaders to identify and address local needs, specifically those related to birth-to-five initiatives. The Archway Education Professional reports to an Archway Operations Coordinator and works collaboratively with the Dalton-Whitfield Archway Professional. The Archway Education Professional will: a) organize and facilitate the community according to the template used in Archway counties, b) participate in meetings of the Archway Executive Committee and Education Steering Committee and lead the meetings of education issue work groups, c) assist the community in prioritizing their needs, d) coordinate Archway activities with other local University System of Georgia institutions and state agencies, e) assist with identifying and writing grants for projects that meet community-identified needs related to birth-to-five initiatives, f) work with Archway and College of Education administration to formulate county and regional priorities, g) visit the UGA campus to convey local needs to faculty, students, and administrators, and h) help facilitate student and faculty involvement in local projects.

**Qualifications:** Master’s degree preferred in early childhood education, early childhood special education, child development, or related field; excellent interpersonal skills; experience in the field of education (with strong preference given to experience in birth-to-5 programs), researching and writing grants, and working with boards or community groups are required. Familiarity with the local community and University of Georgia schools, colleges, and institutes is desirable. Candidate should have commensurate qualifications for appointment as a Public Service faculty member. Per recent Board of Regents’ policy, successful candidate will be required to submit to a background investigation.

Review of nominations and applications will begin immediately. Applications should include: 1) a letter of interest, 2) a curriculum vitae, and 3) the name, address, and phone number of three references. Applications received by December 17, 2012 will be assured full consideration. Email submission of materials as a PDF attachment is encouraged.

**Send nominations or applications to:**
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