Coordinator of Operations

The University of Georgia is seeking a qualified candidate to serve as the Coordinator of Operations with the Archway Partnership. This position will carry public service faculty rank. 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 anticipated start date for this position is March 1, 2013.

General: The Coordinator of Operations spends approximately 50% of their time on the Athens campus and about 50% of their time in their counties and regions. Work hours vary and are dependent on community activities. The position will require overnight travel. The Coordinator of Operations serves as a portal to the full resources of the University of Georgia and the University System of Georgia. The Archway Partnership is built on the premise of easy access to the University of Georgia and effective delivery of University of Georgia resources. In this regard, the Coordinator of Operations is a point of contact in the community and as such represents the entire University.

Job Description: There are two critical faculty positions, in addition to the Director, on campus that carry the title Archway Operations Coordinator. The Operations Coordinator (1) recruits, trains and supervises the Archway Professional in 3-4 communities, (2) works closely with the Director to identify and prepare new communities for the Archway Partnership process, (3) manages budgets associated with each community especially the continued funding provided by local partners, (4) networks with key state agencies and USG institutions, (5) serves as Interim Archway Professional when vacancies occur and (6) serves as Archway Liaison with several Colleges on campus in order to tie UGA resources (faculty and students) to community identified needs. The Operations Coordinator is essential to ensure that the program functions real-time in meeting the needs of communities and that faculty and students have a rewarding experience.

Qualifications: Master’s degree, excellent interpersonal skills, experience in community and economic development, conducting community forums, and facilitating group processes are required. Familiarity with communities statewide 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 20 will be assured full consideration. Email submission of materials as a PDF attachment is encouraged.

Send nominations or applications to:
Dr. Mel Garber, Director
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