

**Position Description – Academic Specialist**  
**Michigan State University Center for Regional Food Systems**

The Michigan State University (MSU) Center for Regional Food Systems (CRFS) is seeking an Academic Specialist to support outreach and research efforts in building capacity of Michigan-based meat and livestock supply chains and food hubs to further advance goals of the Michigan Good Food Charter. The position will support existing CRFS initiatives and help to develop additional programming capacity in these arenas.

**Available:** June 1, 2014 or when suitable candidate is identified.

**Application Deadline:** April 25, 2014 or until suitable candidate is identified.

**Starting Salary:** Commensurate with education and experience up to \$58,000 annually.

**Reporting:** Individual reports to Senior Associate Director, MSU Center for Regional Food Systems.

**Status:** This is a full-time, annual year, temporary position. Initial appointment will be for one year with reappointment contingent upon funding and performance.

**Qualifications:**

1. Master's degree required in business, food systems, supply chain management, meat science, animal science, sustainable agriculture, or related field.
2. At least two years of experience assisting livestock producers and meat processors build local and regional markets
3. At least two years of experience working with food hubs supplying a variety of food products to local and regional markets
4. Demonstrated project leadership, resourcefulness, and self-motivation
5. Ability to balance multiple simultaneous projects and to easily shift between working independently and as part of a team
6. Strong written and verbal communications skills and experience using a broad range of communications tactics
7. Ability to effectively engage and collaborate with diverse stakeholder groups such as academic faculty and staff, food and food processing businesses, organizational partners and funders.
8. Knowledge and use of technology in completing job requirements including Microsoft Office suite, web-based search and information systems, and phone/web conferencing systems.
9. Available to travel throughout the state and within the U.S.
10. Possession of a valid current state driver's license
11. Understanding of and commitment to equal opportunity/affirmative action and diversity/pluralism.

**Job Summary:**

- Develop and execute a strategic, multi-year outreach agenda that will increase business-to-business connections and information sharing among Michigan livestock producers,

meat processors, and various markets such as colleges, hospitals, restaurants, food cooperatives, food service, and retail.

- Address challenges found in moving Michigan meat products across the value chain – help facilitate addressing these challenges for the benefit of other aspiring and existing meat and livestock-based Michigan businesses.
- Provide direct and recurring feedback to CRFS Livestock Work Group members on emerging opportunities and challenges in supplying local and regional meat markets that might translate into research or outreach project proposals.
- Provide technical assistance and outreach to existing and developing Michigan food hubs aggregating food from small and mid-size farmers to supply larger-volume local and regional markets
- Provide direct and recurring feedback to the Michigan Food Hub Network to develop more effective outreach strategies that accelerate learning and build profitable food hub businesses
- Develop and submit grant proposals, fulfill objectives and manage budgets and reporting requirements of grants awarded;
- Develop publications, webinars and presentations and other resources for diverse audiences at the state and national level;
- Document and share project work and accomplishments; maintain regular internal and external communication about project activities; develop and report on an annual plan of work;
- Help to foster, facilitate and maintain CRFS culture of trust, support and accountability.

**Application Procedure: You must apply online to MSU Human Resources**

**Go to** <http://jobs.msu.edu> and look for faculty/academic staff job posting # **9233**

A cover letter describing your interest in and qualifications for the position, and Curriculum Vita or resume will be required as part of your application.

If you have questions about the position or search process, you may contact:

Rich Pirog, Senior Associate Director  
MSU Center for Regional Food Systems  
Phone: (517) 353-0694  
e-mail: [rspirog@msu.edu](mailto:rspirog@msu.edu)

Please do not send application materials directly to Rich Pirog.

**CRFS Mission:** CRFS works to engage the people of Michigan, the United States and the world in applied research, education and outreach to develop regionally integrated, sustainable food systems. For more information on CRFS go to: <http://foodsystems.msu.edu/>

MSU is an affirmative action, equal-opportunity employer and is committed to achieving excellence through cultural diversity. The university actively encourages applications and/or nominations of women, persons of color, veterans and persons with disabilities. Michigan State University employment opportunities are open to eligible/qualified persons without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital status, or family status.