

Job Code: ... 100820-HC-2018
Position#: (PSA) (E). . 108836
Developed by:.....KG
Reviewed by:..... SG; DLJ
Approved by:.....LK
Date:..... 04/04; 05/15; 10/18

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Research Associate III

DIVISION: Academic Affairs (Arts & Sciences)

REPORTS TO: Director

GRADE: 11

SUPERVISES: Outreach supervisor, graduate students, undergraduate student employees, and clerical staff

BASIC FUNCTION:

Design, plan and implement a statewide outreach campaign. Hire, train and supervise professional staff, graduate students and undergraduates working on the outreach campaign. Build and maintain community relationships with all stakeholders including, but not limited to, social service agencies, low-income individuals, federal, state and local officials, administrators of government nutritional assistance programs, and advocates for underrepresented individuals/families. Provide research and programmatic support for all initiatives related to outreach campaign. Provide support for all URI Feinstein Center for a Hunger Free America activities where indicated and work in close collaboration with Center Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop and manage statewide outreach campaign, including messaging and material creation, training protocols, direct outreach and evaluation, and budget oversight.

Train and supervise professional staff and graduate students. Coordinate with other employees to train and supervise undergraduate student employees in programmatic and administrative support of Center activities.

Develop and maintain expertise in federal and state policies and procedures regarding Supplemental Nutrition Assistance Program (SNAP) and monitor ongoing changes at state and federal levels.

Develop and maintain connections between Center and community partners and serve as a liaison between Center and other stakeholders, including government, nonprofit agencies, potential funders and interested community members.

Research Associate III (PSA), (0820)
Page 2 of 2

Offer presentations to and training for community professionals about SNAP.

Produce quarterly reports and annual reports; assist in development of annual grant submission.

Supervise the development and maintenance of electronic databases and websites; preparation and publication of articles in appropriate media outlets; policy briefs and research papers; conferences and workshops.

OTHER DUTIES AND RESPONSIBILITIES:

Assist in other related duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing, database management, spreadsheet, and Website management software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions. Flexible work schedule.

QUALIFICATIONS:

REQUIRED: Master's degree; Minimum of three years of professional work experience with low-income populations; Demonstrated knowledge of government assistance programs; Demonstrated experience conducting outreach and trainings; Demonstrated experience interacting with leaders in diverse public or private sectors; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated supervisory experience; Demonstrated knowledge of PC systems and related software; Willingness to travel statewide; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated experience in nutritional assistance and SNAP; Demonstrated experience supervising college students; Demonstrated knowledge of database management, budgets and spreadsheet software.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.