Project Coordinator for a University-Tribal Collaborative

About the Job

The individual will support the “First We Must Consider Wild Rice” Collaborative (https://manoominpsin.umn.edu/), an interdisciplinary partnership with various Upper Great Lakes region tribes working to protect and support Manoomin (Ojibwe) / Psiŋ (Dakota) / Wild Rice and its human and more-than-human relatives. Responsibilities include administrative, logistical, and communication assistance to further the project. The individual will be supervised by Prof. Crystal Ng (Dept. of Earth & Environmental Sciences) and will also have frequent interactions with other researchers and tribal partners.

Questions may be directed to: manoominpsin-gc@umn.edu.

UMN Job Category: Research Professional 1
Hours: 30 hours/week (75% position) - may be negotiable
Pay Rate: $24.50/hr - may be negotiable depending on qualifications

The following position tasks add up to 100% of the total time worked, which will be 30 hours/week unless otherwise negotiated.

 предоставляя необходимую информацию

**On-boarding and Continued Learning (10%):**
- Engage with readings and other forms of learning (including recordings, seminars, etc) about the project’s background, tribal sovereignty and treaty rights, importance of wild rice for tribes around the Upper Great Lakes, basic ecology of wild rice, past and ongoing tensions between University of Minnesota-Twin Cities and tribes (especially around wild rice).

**Coordination / Logistics (50%):**
- Support for hybrid meetings, such as calendar invites, Zoom, and agenda creation.
- Support logistics for multiple annual project conferences or other workshops.
- Assist with logistical support for field work planning.
- Meet with the team through regularly scheduled and ad hoc meetings to help with coordination.
- Managing expenses related to purchasing and travel logistics.

**Communications (30%):**
- Maintain email correspondence through UMN’s “Salesforce Marketing Cloud” database.
- Update and manage project website (https://manoominpsin.umn.edu) and social media.
- Assist team members with publications such as informational flyers, project reports, and academic journal articles.

**Potential Other Duties (depending on skill set, interests, and time availability) (10%):**
- Assist with biophysical or social science fieldwork (may include overnight travel).
- Assist with biophysical or social science data analysis.
- Assist with drafting, copy editing/proofreading, and formatting text for publications.

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with Job Code: 357269
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Qualifications

**Required qualifications:**
- Strong interest in working respectfully with Indigenous community partners.
- BA/BS or a combination of related education (e.g., AA/AS) and work experience to equal four years.
- Ability to comply with University purchasing and travel procedures.
- Strong organizational skills.
- Strong oral and written communication skills.
- Strong ability to work collaboratively within a team.

**Preferred qualifications:**
- Prior experience and/or learning about Indigenous issues and community-engaged research.
- BA/BS (or related education) in a field related to Indigenous studies, natural resource science/management, environmental science/policy/law, and/or earth/geo-sciences/engineering.
- Experience with Google Drive and Calendar as well as Zoom.
- Experience managing a website and social media account.

Benefits

At the University of Minnesota, you’ll find a flexible work environment and supportive colleagues who are interested in lifelong learning. We prioritize work-life balance, allowing you to invest in the future of your career and in your life outside of work.

The University also offers a comprehensive benefits package that includes:
- Competitive wages, paid holidays, and generous time off
- Continuous learning opportunities through professional training and degree-seeking programs supported by the Regents Scholarship
- Low-cost medical, dental, and pharmacy plans
- Healthcare and dependent care flexible spending accounts
- University HSA contributions
- Disability and employer-paid life insurance
- Employee wellbeing program
- Excellent retirement plans with employer contribution
- Public Service Loan Forgiveness (PSLF) opportunity
- Financial counseling services
- Employee Assistance Program with eight sessions of counseling at no cost

Please visit the Office of Human Resources website for more information regarding benefits.

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