



Natural Reserve System
College of Natural and Agricultural Sciences
University of California, Riverside

Campus Associate Director of UC Riverside Natural Reserve System (Academic Coordinator II)

The Natural Reserve System at the University of California, Riverside invites applications for the full-time Campus Associate Director of the UC Riverside Natural Reserve System (Academic Coordinator II). Responsibilities include: essential administrative & logistical support to site staff and their operations, facilitation of programmatic activities for UCR's Natural Reserve System (NRS) with some management responsibility for administrative and budgetary activities, working within an administrative unit and reporting to UCR's Campus Faculty Director. Depending on the qualifications of the applicant, additional responsibilities may include supervising Reserve Directors.

The current base pay range for this position is \$84,246 to \$164,103.

The successful candidate will work to support personnel of the UCR NRS in a variety of ways to include grant writing to bolster research, teaching and outreach, fund raising, strategic planning in support of long-range goals for UCR NRS and implementing programmatic initiatives, both directly and in a supporting role, to increase visibility of UCR NRS sites. In addition to working closely with Reserve Staff and the Faculty Director, the successful candidate will also interact with students and researchers on the Reserve sites along with a broad audience of stakeholders to include UC NRS Systemwide office, all staff of the UCR NRS, the College of Natural and Agricultural Sciences (CNAS) Dean, the Financial & Administrative Officer within the administrative unit and campus affiliates providing services to UCR NRS. The successful candidate will also have the opportunity to develop and teach training workshops about the Reserves, Wildland Safety on the Reserves and other related topics. This recruitment is for a career position. Interviews are expected to be scheduled during June of 2026.

Basic qualifications for this position that must be met by the **date of application** include:

- Excellent organizational skills and the ability to work concurrently on a variety of tasks
- Experience working with, or at, a field station
- Experience in program organization
- Ph.D. in Life Sciences (or a related field) at time of hire

Preferred qualifications for this position include:

- Experience facilitating university level research and supporting University classes at a field station
- Experience with day-to-day management of operations at a field station
- Experience in land stewardship and management



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- Experience facilitating infrastructure and facilities maintenance and improvement projects
- Experience facilitating K-12 and adult public outreach and education programs
- Experience and success in grant writing
- Demonstrated experience in project management
- Experience in administration, budget management, and report writing
- Demonstrated ability to work within various levels of the internal organization including taking general direction and working effectively with other units on campus and in allied public and private agencies

Although a Ph.D. is expected, the Committee will consider applicants with a Master's Degree in exceptional cases.

Advancement through the Academic Coordinator ranks at the University of California is through a series of structured, merit-based evaluations, occurring every 2 years, each of which includes substantial peer input.

To apply: submit a cover letter, curriculum vitae, statement of interest and related experience, and contact information to <https://aprecruit.ucr.edu/apply/JPF02257>. Review of applications will commence on June 1, 2026, and proceed until position is filled. For full consideration, applicants should submit their complete applications prior to the above date.

For more information about this position, please contact Dr. Tim Higham, Chair of the Search Committee and Director, Natural Reserve System, at timothy.higham@ucr.edu. For questions on application procedures and requirements, please contact Mrs. Rebecca Nistor, Academic Personnel, at rebeccan@ucr.edu.

As a University employee, you will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local government directives may impose additional requirements.

The University of California, Riverside is a world-class research university with an exceptionally diverse undergraduate student body. UCR is a member institution of the American Association of Universities (AAU) as well as the Alliance of Hispanic Serving Research Universities (HRSU). Its mission is explicitly linked to providing routes to educational success for underrepresented and first-generation college students. A commitment to this mission is a preferred qualification.

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. For the University of California's Affirmative Action Policy please visit: <https://policy.ucop.edu/doc/4010393/PPSM-20>.



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For the University of California's Anti-Discrimination Policy, please visit: <https://policy.ucop.edu/doc/1001004/Anti-Discrimination>."

University of California COVID-19 Vaccination Program Policy: As a University employee, you will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local government directives may impose additional requirements.