



COLORADO FOREST  
RESTORATION INSTITUTE



COLORADO STATE UNIVERSITY



**Position title:** Program Manager, Collaborative Decision Support

**Location:** Fort Collins, Colorado

**Nature of Appointment:** This is a full-time, salaried, Administrative Professional Research Associate III position, 12-month, annually renewable with continuation contingent upon satisfactory performance and availability of funds.

**Preferred Start Date:** September 1<sup>st</sup>, 2019.

**Salary and Benefits:** \$55,000 to \$57,000. Positions include an attractive benefits package including health care coverage through Colorado State University and paid sick leave. For a full list of benefits visit the CSU Human Resources Benefits website:  
<http://www.hrs.colostate.edu/benefits/>

**To Apply:** To ensure full consideration, applications must be received by 11:59pm (MT) on June 21<sup>st</sup>, 2019. Please submit all application materials online at <http://jobs.colostate.edu/postings/67436> Required documents to apply: Statement of Interest, Resume, and contact information for three references. References will not be contacted without prior notification of candidates.

**Position Summary:** The Research Associate III position will contribute to, lead, and evaluate collaborative adaptive management processes with forestry, fire, and watershed collaborative groups including the development of goals and objectives, integrating best available science into project planning and implementation, analysis of social, planning, and/or policy results, and communication of project outcomes. The incumbent will develop, sustain, and adaptively manage a program of work in close collaboration and coordination with CFRI personnel. The incumbent will be responsible for: planning and managing program-wide strategies and processes through which managers, stakeholders, and scientists can collaboratively produce and apply science-based knowledge in forest restoration and management decision-making; contributing to the publication of peer-reviewed journal papers and non-technical products for a diverse audience regarding collaborative decision-support; and contributing to the growth and sustainability of collaborative decision-support projects in which CFRI is involved. In addition, the position supports CFRI Directors with business operations, coordinating with CSU Sponsored Programs, and providing support for CFRI internal operations, administration, and communication.

**Required Qualifications:**

- Master's degree + 2 years experience or PhD. in forestry, natural resource, geography, environmental studies, or a related field of study.
- Demonstrated experience or expertise in U.S. federal forest policy, planning, and management decision-making processes.
- Must have a valid driver's license or the ability to obtain a driver's license or access to a licensed driver by the employment start date.

**Preferred Qualifications:**

- Evidence of independent project development and management
- Demonstrated experience or expertise in collaborative planning and decision-support activities in forest management settings.
- Experience in applying social scientific methods and techniques to assess the outcomes of collaborative processes.
- Demonstrated understanding of non-spatial and spatial analytical methods, tools, and data relevant to risk assessment and prioritization for forest resource, watershed, and/or wildland fire.
- Experience hiring, training, and overseeing personnel to contribute to project deliverables
- Record of authorship on published peer-review journal papers
- Demonstrated experience or expertise in producing, applying, and disseminating science-based knowledge to research, manager, and general public audiences utilizing different media platforms.
- Demonstrated ability to communicate effectively across cultural boundaries and work harmoniously with diverse groups of university students, faculty, and staff, and stakeholders outside the university setting.

**Job Duty Responsibilities:****Program and Project Development (25%):**

- Contribute to, lead, and evaluate collaborative adaptive management processes with forestry, fire, and watershed collaborative groups including the development of goals and objectives, integrating best available science into project planning and implementation, analysis of social, planning, and/or policy results, and communication of project outcomes.
- Provide leadership in internal Colorado Forest Restoration Institute organization, coordination, and communication to align personnel, resources, and activities to meet strategic and operational action plan goals, tasks, and deliverables.
- Contribute to budget and personnel planning to address both ongoing projects and strategic future directions.

- Establish and maintain communication with project partners to identify project goals, tasks, and deliverables, timeframe for completion, and estimated budget for carrying out project tasks and completion of deliverables, including estimates for personnel, travel, materials & supplies, and services.

#### Program and Project Management (50%):

- Develop and ensure timely implementation of work plans specifying tasks and timelines for completion towards project deliverables.
- Identify “critical path” of tasks that require other CFRI staff contributions, and communicate with them about expected tasks, deliverables, and timeframes for completion.
- Communicate with CFRI staff and project partners about progress and needed adaptations.
- Conduct necessary travel to field sites to carry out project tasks.
- Submit expenses to WCNR Business Office in a timely manner.
- Evaluate and communicate knowledge from CFRI collaborative decision support activities through oral presentations to project partners and professional audiences, and through written products, such as refereed journal article submissions, technical reports, project briefing papers, and popular media.
- Hire, train, and supervise assistants to conduct tasks and produce products contributing towards project deliverables.
- Provide support for the design and adaptation of CFRI marketing and outreach communication strategies.

#### Applied Research (25%)

- Develop research questions associated with collaborative decision support, collaborative planning, and/or collaborative adaptive management in forest restoration and wildfire mitigation contexts; solicit feedback on research questions from subject matter experts within and external to the university.
- Develop methodological approach to addressing research or monitoring questions, including data sources, sampling strategy, and logistical strategies for deploying collecting data.
- Identify and apply methods accepted by the scientific field to analyze data.
- Contribute to the interpretation and implications of results vis-à-vis applied contexts and/or broader scientific knowledge.
- Develop and disseminate technical reports and analytical products for use by project partners
- Develop and submit manuscripts for peer-review publication

**About the Colorado Forest Restoration Institute:** The Colorado Forest Restoration Institution (CFRI) is a Congressionally-authorized program within the Department of Forest & Rangeland Stewardship at Colorado State University with the mission to develop, compile, synthesize, and apply locally-relevant science-based knowledge to achieve forest restoration and wildfire mitigation goals. The geographic focus of the Institute is the State of Colorado, the U.S. Southwest, and the U.S. Intermountain West. Visit the CFRI website for more info about our mission and work. <https://cfri.colostate.edu>

**About the Department of Forest & Rangeland Stewardship:** The Department of Forest and Rangeland Stewardship at Colorado State University is interdisciplinary with programs of emphasis in forestry, fire science, fire management, natural resource policy/planning, rangeland ecology, and restoration ecology. The Department's faculty and staff support the Warner College of Natural Resources (WCNR) and the University in fulfilling the Land Grant Mission in these programmatic areas. The Department offers undergraduate majors in Forestry, Rangeland Ecology, and Natural Resources Management in addition to Master of Science and Doctor of Philosophy degrees, and a Master in Natural Resource Stewardship degree. The Warner College is home to five academic departments and several centers and institutes such as the Colorado Forest Restoration Institute, the WESTFIRE Research Center, the Colorado State Forest Service, Natural Resource Ecology Lab, the Center for Environmental Management of Military Lands and the Colorado Natural Heritage Program. These programs, institutes and centers provide a foundation for research, education and outreach in this field.

**EEO Statement:** Colorado State University is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy and will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services.

**Background Check Policy Statement:** Colorado State University (CSU) strives to provide a safe study, work, and living environment for its faculty, staff, volunteers and students. To support this environment and comply with applicable laws and regulations, CSU conducts background checks. The type of background check conducted varies by position and can include, but is not limited to, criminal (felony and misdemeanor) history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will be conducted when required by law or contract and when, in the discretion of the university, it is reasonable and prudent to do so.



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