La Casa de la Universidad de California en México, A.C., in partnership with Alianza UCMX, is excited to announce the recruitment for a **RESEARCH ENGAGEMENT COORDINATOR**.

If interested in the Research Engagement Coordinator position, please forward, before March 10th, a letter of interest and your resume to Verónica Barroso veronica.barrosogarcia@ucr.edu.

**SUMMARY**

The University of California (UC) has a long history of strong partnerships and innovative, collaborative efforts with Mexico. The creation of Alianza UCMX in 2019 was achieved by integrating three preexisting UC system-wide programs: the UC Institute for Mexico and the United States (UC MEXUS), the UC-Mexico Initiative, and La Casa de la Universidad de California en México, A.C. (Casa de California). UC Riverside (UCR) serves as the host campus for Alianza UCMX. Alianza UCMX collaborates from Casa de California, located in Chimalistac, Mexico City.

Alianza UCMX is uniquely positioned to foster collaborations between the UC and its Mexican partners to solve problems and seize opportunities in the California-Mexico agenda. Alianza does so by supporting a bilateral approach to basic and applied research as well as two-way mobility of students and professors between California and Mexico. Alianza engages with its academic partners, the private and public sectors, to support the development of a bilateral workforce that serves both Mexico and California and responds to emerging industries’ demands in a knowledge-based economy.

Reporting to the Director of Alianza UCMX, as an employee of La Casa de California en México, AC., the **Research Engagement Coordinator** assist the Alianza UCMX Director in engaging with representatives from higher education, government, and non-profit and private sector organizations from both California and Mexico. The **Research Engagement Coordinator** is responsible for research development opportunities, execution, implementation, and ongoing assessment and evaluation of research programs, events, and other academic activities according to the priorities outlined by the Director of Alianza UCMX. The Research Engagement Coordinator’s day-to-day responsibilities are diverse and require knowledge and application of principles from multiple disciplines, including but not limited to scientific research, outreach and external relations, strategic planning, program development, project management, and development. The incumbent is expected to oversee all research services, support Casa staff, follow campus policies, and comply with financial regulations. The **Research Engagement Coordinator** advises the Director of Alianza UCMX of staffing needs, programmatic and operational aspects of the Research Programs. This position is full-time and is located at Casa de California.
SUMMARY OF RESPONSIBILITIES

Leadership and Strategic Planning

- In consultation with the Director of Alianza UCMX, the Associate Director:
  - engages with representatives from higher education, government, and non-profit and private sector organizations from both California and Mexico
  - develops, implements, and maintains a long-term strategy of all research activities, academic and otherwise, at the facility and complementary to Alianza UCMX’s focus and faculty interests
  - regularly reports to the Director of Alianza UC-MX on the status of planning and programmatic research activities at the facility
  - assists in developing a 5-year plan designed to support Alianza’s long-term vision for promoting bilateral research, including identification of potential sources of funding

Partnership and Program Development

- Supports the Director of Alianza UCMX in building relationships with UC faculty, administrators, alumni, and/or students and with Mexican partners from academia, government, and non-profit and private sectors; as needed to promote research collaborations and partnership agreements
- Works collaboratively with Alianza’s programs and its stakeholders to support the advancement of Alianza UCMX’s research agenda and goals
- Promotes and supports academic cooperation agreements and exchanges among higher education institutions in Mexico and the University of California that promote bilateral research projects
- Works with faculty across multiple disciplines and department staff to identify research teams
- Liaises with external partners to ensure the success of projects by providing updates and bridging academic and practitioner perspectives
- Exercises overall responsibility for the promotion and development in Mexico of joint research, seminars, courses, and other activities between UC and Mexican institutions of higher education
- Assesses program's effectiveness and recommend changes to program's content, policies, and procedures accordingly
- Oversees dissemination of information and opportunities about research opportunities in Mexico for UC faculty, using a wide variety of venues, including social media and websites
- Other duties and activities as assigned relevant to the functions of the position
REQUIRED QUALIFICATIONS

1. Master's Degree or equivalent
2. Demonstrate oral and written fluency in both English and Spanish
3. Substantial experience working in the administration of academic and professional programs, particularly joint research programs
4. In-depth knowledge of the Mexican higher system of education and demonstrated experience developing international research collaborations, seminars, and research engagement activities, through meaningful partnerships with faculty and academic constituencies
5. Demonstrate ability to identify problems and craft solutions within outlined policies and procedures
6. Effective communication skills in written, oral, and electronic modes, including strong presentation skills
7. Extensive program and/or project management experience
8. Demonstrate skills in budget development, management, and reporting

PREFERRED QUALIFICATIONS

1. Studies of Doctoral Program
2. Supervisory experience

SPECIAL CONDITIONS OF EMPLOYMENT

1. Travel
2. Ability to work evenings and weekend

ABOUT CASA de la UNIVERSIDAD de CALIFORNIA en Mexico

Owned by the University of California (UC), and managed by La Casa de la Universidad de California en Mexico, A.C. (Civil Association), and serves as the host of Alianza UCMX’s Mexico City Office. The Casa de la Universidad de California en Mexico (Casa de California) is a 1.28 acre estate located in the Chimalistac area, a historic neighborhood of southern Mexico City. The beautifully landscaped facility is composed of the elegant late nineteenth-century Casona, formerly owned by publisher Ignacio Cumplido, two twentieth-century modernist buildings which served as residence for prominent Mexican architect Francisco Artigas, and a multi-story office building constructed by the Banco Nacional de Mexico (BANAMEX). The University of California has owned the property since 2003 and views the property as a valuable foundation of its many connections to its Mexican partners.