

**UNIVERSITY OF MARYLAND  
COLLEGE OF AGRICULTURE AND NATURAL RESOURCES  
UNIVERSITY OF MARYLAND EXTENSION (UME)**

**POSITION ANNOUNCEMENT**

**Title:** Coordinator

**Functional Title:** Coordinator (Nutrient Management Advisor)

**Position Number:** 128851

**Category Status:** 35-Exempt Contingent Category 2 (full-time)

**Unit:** AGNR-UME-Special Agricultural Programs

**Home Office Locations:** Carroll, Charles, and Anne Arundel Counties

**Position Summary/Purpose of Position:**

University of Maryland Extension (UME) Agriculture and Food Systems (AgFS) Program seeks candidates for a 12-month Agricultural Nutrient Management Program (ANMP) Nutrient Management Advisor. ANMP Nutrient Management Advisors develop nutrient management plans for agricultural producers to balance nutrient inputs with crop requirements, thus optimizing production potential, improving farm profitability, reducing excess nutrient inputs into the Chesapeake Bay and enabling producers to comply with the State of Maryland's Water Quality Improvement Act of 1998.

**Locations:**

University of Maryland Extension is seeking to fill **three (3) Coordinator – Nutrient Management Advisor** positions, with one position at each of the following county Extension office locations:

1. Anne Arundel County (position number 129697)
2. Carroll County (position number 129416)
3. Charles County (position number 129417)

**Responsibilities include:**

- Develop and deliver nutrient management plans using specially designed software and software applications.
- Explain nutrient management planning and plans to agricultural producers.
- Perform phosphorus-loss risk assessments when required.
- Communicate proper soil and manure sampling techniques for agricultural producers and advise soil and manure collection procedures.
- Sample and analyze soils for nitrate-related tests.
- Demonstrate and train agricultural producers in equipment calibration and crop yield measurements.

**Minimum Qualifications:**

**Education:** Bachelor's degree or an equivalent combination of education and experience.

**Experience:** Four years of experience as an agricultural producer (primary decision maker) or working with agricultural producers in an advisory capacity, or college-level education in agriculture or a closely related field (e.g., environmental or natural resource science).

Except for qualifications established by law, additional related experience, and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience and vice versa.

**Knowledge, Skills, and Experience:**

- Knowledge of agricultural production practices including livestock and cropping systems.
- Ability to communicate effectively both orally and in writing, use simple analytical equipment.
- Perform basic mathematical and algebraic calculations, complete reports, and records correctly.
- Possess strong organizational skills and the ability to work independently.
- Competency in the use of word processing, spreadsheet software, and cloud-based systems.

**Other Required Qualifications:**

**Coordinator (Nutrient Management Advisor)  
Multi-Location Posting**

- Personal transportation and a valid driver's license.
- Offers of employment are contingent on completion of a background check. Information reported by the background check will not automatically disqualify you from employment.

**Preferences:**

- BS or MS in agronomy, plant sciences, or soil sciences.
- Customer service experience.
- Experience working with agricultural producers or agricultural-related organizations.
- Certification by the Maryland Department of Agriculture as a Nutrient Management Consultant.

**Additional Certifications:**

**Required:**

Within one year of employment, achieve certification through the Maryland Department of Agriculture as a Nutrient Management Advisor and maintain this certification.

**Salary and Benefits:**

Salary will be commensurate with experience, with a salary range of \$44,948 - \$53,783. The University of Maryland offers an [extensive benefits package](#). The position is a 1.0 FTE, equivalent to 40 hours per week.

**Additional Information:** This position is not eligible for visa sponsorship.

**Physical Demands** Ability to lift 30 pounds and traverse uneven terrain and willingness to work outside under adverse weather conditions.

**Application:** All applicants must apply online at <https://ejobs.umd.edu/postings/121775>. A complete application packet includes a cover letter, resume, copies of transcripts (official transcripts will be required if offered the position), and three (3) professional references, including name, mailing address, telephone number, and e-mail address.

**Best Consideration Date:** September 8, 2024, or until the position is filled.

***Diversity Statement:***

*The University of Maryland, College Park, an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.*