

Office of the Texas State Chemist

Texas Feed and Fertilizer Control Service
445 Agronomy – College Station, TX 77843-2114

Communications Coordinator

Position Announcement

Notice of Vacancy # 008936

The Office of the Texas State Chemist (OTSC) at Texas A&M University has an immediate opening for a Communications Coordinator.

Housed in Texas A&M AgriLife Research, the Office of the Texas State Chemist (OTSC) is the State Agency that regulates animal feed and fertilizer, protects consumers, safeguards human/animal health, minimizes environmental hazards and enhances agribusiness through a structure of orderly commerce. OTSC has a close partnership with federal and state agencies including but not limited to the Food and Drug Administration (FDA), United States Department of Agriculture (USDA), and Texas Department of State Health Services (DSHS) for food/feed hazard surveillance and risk management. Each year, OTSC oversees registration, compliance, and enforcement activities for more than 20 million tons of feed and fertilizer manufactured and distributed in Texas with a market value approaching \$10 billion. The office serves the Texas Agricultural sector from the grain industry to livestock, poultry, pharmaceutical, mining companies and many other stake holders. Currently, the editorial office of Journal of Regulatory Science resides within OTSC and the on-line journal is hosted with Texas digital library. OTSC is promoting the interdisciplinary regulatory science through scientific publications and educational programs. Communication and outreach programs are essential for OTSC to fulfill her mission.

OTSC has served as a center of excellence for service, education and research, which fosters numerous opportunities for future career development, training and continuous education. Enlisted with passionate professionals, OTSC maintains the long tradition of the Aggie Family, and establishes continuous educational and networking environment for her employees. The friendly working environment and career assistant components make OTSC the ideal place for professional growth. Texas A&M University is one of the most prestigious public universities in US, and ranks 24th in total research expenditure among all US universities in 2015. College station ranks among the most livable towns in US for its excellent public school system and very low living cost. The current job opening will be provided with the full Texas A&M health and retirement benefit package.

The job responsibilities include coordinating all stages of the OTSC publications, which include newsletters, journals, books, online and publicity materials. The new hire will develop and implement a communication plan for OTSC, design and manage online and printed materials (e.g. press release and newsletter), and coordinate journal publication and other public releases. He or she will facilitate communication among all OTSC stake holders and works as OTSC liaison for editors, authors, reviewers, in-house teams and Texas A&M communications. He or she will also develop materials for special events and assist the agency director to organize and plan projects to meet deadlines and requirements by Freedom of Information Act.

The candidate is expected to have a Bachelor's degree or any equivalent combination of training and experience (eight years' experience with high school graduation or four years with an Associate degree). At least three years' experience in communications and/or marketing experience is required. Master of Science in Science and Technology, Journalism or related field and two or more years in the field of technical and/or scientific writing and editing including program management and risk & Crisis communication are preferred.

The expected hire is highly desired for exceptional written and verbal communication skills, interpersonal and organizational skills. The new hire will organize public speeches and web publication and designs, and is expected to be proficient in Microsoft Office Suite and other related software for publication and communications. Knowledge of LaTeX, web design, incident command systems, agriculture and food regulations and public speaking capability is preferred.

Application (with résumé and cover letter) may be completed online at <http://greatjobs.tamu.edu> (NOV# [08936](#)). The Office of the Texas State Chemist is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer.
