The Center for Anti-Counterfeiting and Product Protection (A-CAPP) at Michigan State University invites applications for an outreach specialist to focus on coordinating and administering its education and training programs. A-CAPP is an interdisciplinary evidence-based Center, conducting research, educational programs, and partnerships designed to assist industry, law enforcement, policymakers and others on brand protection issues. Particularly, on understanding and combating the multidimensional aspects and effects of product counterfeiting. A global and dynamic Center that enjoys university and industry support, it is comprised of over 30 researchers and staff from many nationally-ranked disciplines at MSU, including those housed within the Colleges of Social Science, Engineering, and Business.

The outreach specialist will perform a range of duties pertaining to outreach, development, and education. Reporting to the A-CAPP Director, the focus of this position will be to lead the development, planning, coordination, administration, and marketing of mostly non-credit, executive education courses, seminars, certificates, and programs. The outreach specialist will also serve as a liaison between A-CAPP and its stakeholders, including industry and government, professional associations, university staff, the media, agencies, and others. This is a 12 month position with the possibility of renewal based on budget and performance.

The successful applicant must demonstrate excellent organization and communication (both written and oral) skills, exhibit motivation and self-direction, function effectively in a team environment, be results-oriented, and have a desire to interact with a broad array of constituents. Experience with event planning, the academic environment, and corporate training needs would be positive additions to these qualities.

Required qualifications include a Bachelors Degree (Masters preferred) in a relevant discipline, and a minimum of three years of experience in curriculum development, coordination, planning, and marketing, or a closely related field. Working with other staff, the successful applicant will be expected to develop and administer new and existing curricula in ways that generate revenue growth. Please visit the Center website (http://a-capp.msu.edu/) for more information about its mission, activities, and partners.

Review of applications will begin December 15, 2014, and continue until the position is filled. The successful applicant will be expected to start as soon as possible after hiring. Referencing posting number 0448, all application materials should be submitted electronically at https://jobs.msu.edu. Application materials must include: letter of application, curriculum vitae or resume, two writing samples, and three letters of reference. Substantive inquires can be directed to Dr. Jeremy Wilson at jwilson@msu.edu.

MSU is an Equal Opportunity/Affirmative Action employer in policy and practice and the Center and School actively seek and support a diverse workforce. Background check required prior to employment.