

Independent Contractor - Report Writing Professional November 2012

The College of Agricultural Sciences at The Pennsylvania State University is looking for an Independent Contractor – Report Writing Professional to assist in completing the FY2012 USDA Annual Report of Accomplishments and Results and the FY2013-2018 Plan-of-Work for the College of Agricultural Sciences Extension and Research enterprise, due to USDA April 1, 2013. Product will follow the USDA-NIFA online format, respond to review team comments, and follow the federal guidance, as appropriate.

With guidance from the Associate Deans for Cooperative Extension and Research, this individual will work closely with Extension and Research faculty, professionals, and administrators to understand the positive value of the College of Agricultural Sciences' work and communicate its impact through written narrative to be used in reports, on web, and within other outlets.

Essential functions:

- Collect and review existing information and reports; work in collaboration with Extension and Research staff to write or edit narratives within specific USDA *Impact Statement* guidelines that communicate the positive social, economic, and/or environmental value of the College's research and education activities; or in other formats as appropriate for use in organizational reports, on the Web, or other outlets.
- Work with College staff (administrators, individuals, and groups) to identify undocumented or poorly documented research and education activities that result in positive social, economic, and/or environmental value; work in collaboration with appropriate staff members to write related *Impact Statements* within specific *Impact Statement* guidelines.
- Analyze information and data through the Extension Program Activity System (EPAS), Current Research Information System (CRIS), the Internet, libraries, reports, and other sources to clarify the readers' understanding of *Impact Statement* issues and results.
- In the course of interactions with staff members, act as a resource by providing guidance in support of improved report writing.
- Other reasonably related duties as assigned.

Requirements:

- Minimum of a bachelor's degree or equivalent experience
- Excellent written communication skills with demonstrated ability to enhance the communication skills of others
- Demonstrated ability to meet deadlines and requirements
- Must be self-motivated and directed while working to reach measurable goals
- Demonstrated ability to analyze information and data through the internet, libraries, reports, and other sources
- Demonstrated ability to manage multiple tasks
- Excellent computer skills (Internet, internet communications, MS Word)

Work Environment: The Report Writing Professional will work from their respective office, but may be requested to attend meetings on the University Park campus. Facilities to participate in conference calls or other face-to-face meetings will be provided as necessary.

Deliverable and Due Date: Complete the FY2012 USDA Annual Report of Accomplishments and Results and the FY2013-2018 Plan-of-Work for the College of Agricultural Sciences Extension and Research enterprise **by March 15, 2013.**

Fee: To be determined by experience. Will be paid in two installments; one at receipt of a signed contract and the second and final payment upon receipt and acceptance of deliverable as described. Expenses (parking, mileage, materials and supplies, etc) are not reimbursable by the University.

Examples: Previous Plans-of-Work and Annual Reports of Accomplishments and Results are available for review at <http://agsci.psu.edu/research/ag-experiment-station/usda-reports>

If Interested: Please provide a flat rate fee, example of previous work, resume, and references to Rachel Unger (runger@psu.edu).