



Working Title: Extension Educator - Leadership and Civic Engagement - Southern MN
Classification: Assistant Extension Professor (9623), Academic Professional and Admin
Program Area: Community Vitality (CV)/Leadership and Civic Engagement (LCE)
Office Location: Mankato, Marshall, Rochester, or Worthington
Reports to: LCE Program Leader, Community Vitality
Initial Deadline: October 21, 2019; open until filled

ABOUT COMMUNITY VITALITY

As one of four Extension centers, the Center for Community Vitality makes a difference by engaging Minnesotans to strengthen the social, civic, economic, and technological capacity of their communities. Faculty and staff of the center specialize in Leadership and Civic Engagement (LCE), Community Economics (CE), and Tourism. CE programs and applied research help communities retain and expand local business, know and grow the retail sector, and develop successful tourism opportunities. The Tourism Center helps communities understand whether tourism could diversify a local economy and offers programs that help make tourism more successful.

LCE programs and applied research help communities strengthen social capital, develop and strengthen capacity for local leadership, civic engagement and productive public discussion, collaboration and decision making related to the public good. LCE programming is a valuable and sought-after resource across the state and in the country. LCE cohort programs engage adult learners from local, regional, statewide and/or multi-state communities and organizations in deep learning experiences with evaluated outcomes. A 'cohort' is an educational program with an ongoing group of participants that can last 4 to 24 months. They are typically designed and delivered by a designated staff team of Educators, Specialists and administrative staff in collaboration with a sponsoring organization or group of partners/advisory board.

LCE programs are customized and designed to build and enhance leadership and civic engagement knowledge and competencies through educational workshops, online learning, site visits and facilitated individual and group learning, local projects and coaching. The LCE program team is typically offering multiple cohort programs at any one time.

ABOUT THIS POSITION

Extension educators meet program area outcome and impact goals through education, outreach, applied scholarship and by leveraging University of Minnesota resources for and with communities. LCE educators use applied research and research-informed program strategies and information to help communities build and enhance their leadership capacities and productively engage others to make informed decisions and take collective actions to effectively address public issues.

As a scholar-practitioner, the educator is responsible for equitable and inclusive program development, delivery and evaluation; use of scholarly/scientific research; contracting and establishing effective partnerships; utilizing technology and continuing their professional development. The educator develops partnerships and works with organizations to sponsor local programming. These program sponsors support programs by: providing financial support, informing the program design, participating in program activities and implementing community initiatives that result from programming. For information about any of the Extension programs and initiatives mentioned above, go to www.extension.umn.edu/community/.

The educator reports to the Program Leader for Leadership and Civic Engagement (LCE) and will collaborate with other educator colleagues and Extension's Central Regional Directors.

LOCATION OF POSITION

This Leadership and Civic Engagement Extension Educator will be based in one of the Regional Extension offices in Southern MN and will primarily work in South Central and Southeast MN. The educator also serves as a member of a statewide program team that serves the entire state of Minnesota. Some clerical, technology and other support will be provided by support staff in the regional Extension office, under the supervision of the office's Regional Director.

RESPONSIBILITIES AND PERFORMANCE EXPECTATIONS

To meet the mission of Extension and the Center for Community Vitality, the LCE Extension Educator will:

Deliver Educational Programming (40%):

- Design, deliver, market and evaluate educational programs, using strategies appropriate for the adult learner and in collaboration with community.
- Design, adapt and deliver leadership and civic engagement programming that address local and/or regional needs
- Use technology to communicate, locate information, design and deliver education, evaluate, and report on program activities.
- Ensure Extension programs, facilities, and committees are accessible to new, diverse, and historically underserved audiences.
- Provide program leadership, education and management for programs as designated and appropriate.

Enhance Scholarship (10%):

- Use best practices and inclusive research practices to measure, inform, evaluate and strengthen leadership and civic engagement processes
- Continue professional development in inclusive leadership and program development, and delivery via conferences, additional graduate work, self-directed study, or other appropriate means of maintaining a high level of expertise.

Conduct Outreach (40%):

- Develop and maintain effective local, regional, university and statewide partnerships that further the development and delivery of Extension educational programs.
- Initiate community engagement that supports collaborations with community partners, (e.g. outreach to new communities, agencies and rural populations) that helps communities achieve their goals.
- Contribute to a positive work climate and effective teamwork with LCE and Center colleagues, regional office colleagues, advisory groups, audiences and partnerships.
- Represent Extension through service on community and/or professional boards that are congruent with the area of expertise and professional goals. This includes civic groups, joint Extension-agency project committees and other committees and task forces.

Administer Programs and Staff Development (10%):

- Assume program support functions as needed, i.e. contract and/or fiscal management, data-management, public relations and marketing with Center leaders and Regional Directors.
- Secure funds and resources to support educational programs through fee for service, third party reimbursement, grants, and other means.
- Actively participate in staff development and program team activities within the LCE program area, the Center for Community Vitality and Extension.
- Collaborate with the Program Leader to establish, evaluate and report on annual work goals, activities, impacts and outcomes that align with program area priorities.

- Engage in scholarship and demonstrate progress on six promotion criteria associated with Extension's promotion system.
- Manage professional performance systems, including annual performance review, and professional plans of work.

QUALIFICATIONS

Required Qualifications

Education:

- Master's Degree at the time of appointment. Formal education should include coursework in leadership development or studies (personal and/or community), education, counseling or clinical psychology; and/or in public or civic engagement, community studies, sociology, communication, community economics, adult learning or a closely related field.

Experience:

- A minimum of 2 years of formal or informal teaching experience
- Professional experience in establishing and maintaining effective working relationships with colleagues, partners and stakeholders.

Skills/Abilities:

- The ability to apply research to educational program design, delivery and evaluation
- Experience conducting outreach and forming coalitions including experience with communities
- Experience in group facilitation or individual coaching skills with adult learners.
- Evidence of ability to use technology and social media for communication, information gathering, program delivery and reporting.
- Evidence of ability to implement and meet administrative responsibilities necessary for effective project, budget, grants and program management and implementation.
- The ability to maintain a flexible work schedule, including some evenings and weekends.

Appointment also requires:

- Valid driver's license, reliable vehicle, and appropriate vehicle insurance.
- Reliable cell phone to be used and number published publicly.

Preferred Qualifications

- Demonstrated success in working with individuals, organizations and communities, especially with audiences with a variety of cultural, ethnic, language or literacy backgrounds.
- At least two years of related professional experience post-bachelor's degree. Relevant settings for this experience might come from higher education, adult education, Extension, tribal/state/regional/local government or American Indian agencies, community or interest-based organizations and/or foundations.
- Evidence of skills and ability to apply research to educational program design, delivery and evaluation.
- Experience in the development of curriculum or adult education materials, adult pedagogy or similar areas in an adult, non-credit educational environment.
- Training and experience in Indigenous research ethics.
- Knowledge and experience in the use of educational technology and on-line learning platforms as related to leadership development and civic engagement to achieve educational goals and community impacts.
- Experience applying research to community problems.
- Bi-lingual - in a language relevant to the current regional demographics (such as Spanish, Somali, Hmong)
- Commitment to professional development.

BENEFITS/APPOINTMENT

- This is a full-time Academic Professional and Administrative appointment at the level of Assistant Extension Professor (9623).
- The appointment will be annually renewable with continuation dependent on performance, results, availability of funds, and program needs.
- The position carries Extension academic rank. Rank is assigned at hire contingent on education and professional experience and accomplishments. Successful advancement in rank is expected and contingent on accomplishments as an Extension Educator as governed by Extension's promotion system policies and procedures.
- University of Minnesota appointment and benefits, including health and life insurance, <https://humanresources.umn.edu/new-employees/benefits-summaries>
- Reimbursement for travel and subsistence is available in accordance with University policy.
- Salary commensurate with education and experience.

ABOUT EXTENSION

The University of Minnesota Extension is a major outreach arm of the University of Minnesota, a land grant institution. The mission of the University of Minnesota Extension is: *Making a difference by connecting community needs and University resources to address critical issues in Minnesota*. Find further information at <http://extension.umn.edu>

TO APPLY

Please apply at: <https://extension.umn.edu/about-extension/careers> Job Opening ID: 333072

Applications must be submitted online. To be considered for this position, please click on the Apply button and follow the instructions. **In your resume, please share a summary of all relevant experience – formal and informal.**

You will be given the opportunity to complete an online application for the position. Please include the following attachments with your online application:

- Cover letter
- Resume or Vitae

Three professional references and transcripts for all college work (unofficial transcripts are acceptable) will be required during the interview process.

Additional documents may be attached after the application by accessing your "My Job Applications" page and uploading documents there.

To request an accommodation during the application process, please email employ@umn.edu or call 612-624-UOHR (8647).

For questions about this position, contact:

Holli Arp, Program Leader, arpxx001@umn.edu.

For questions about applying online, contact:

Tiffany McMillan, Extension Human Resources, tiffmcm@umn.edu.

Any offer of employment is contingent upon the successful completion of a background check. Our presumption is that prospective employees are eligible to work here. Criminal convictions do not automatically disqualify finalists from employment.

The University of Minnesota Extension shall provide equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.