

**POSITION ANNOUNCEMENT**  
West Virginia University Extension Service

**Position Title:**           **Extension Specialist / Extension Assistant Professor  
Community Rural Tourism**  
Community, Economic, and Workforce Development

**Location:**                   Morgantown, West Virginia

**Closing Date:**           **Screening will begin December 1 and continue until  
position is filled**

**Brief Description:**

This position will be responsible for developing and delivering rural tourism development services and in doing so will work collaboratively with the team of Extension professionals to promote sustainable development of tourism businesses in West Virginia. Duties will entail development of proactive applied research, teaching, and service programs in tourism development including significance of rural tourism, planning and managing rural tourism, rural tourism business opportunities, marketing, and economics of tourism.

This position will report to the Program Director of Community, Economic, and Workforce Development and will be located in Morgantown, WV.

**Major Responsibilities:**

- Collaborate with other Community, Economic, and Workforce Development faculty and staff to provide teaching, research, and service in community vitality, with emphasis on all aspects of rural tourism development in West Virginia.
- Develop working relationships with West Virginia Division of Tourism, Convention and Visitors Bureaus, and other associations and partners in the state and region to coordinate, develop, and improve rural tourism programs.
- Develop an external tourism advisory committee to assist in setting program priorities.
- Provide strategic planning education and assistance for community leaders regarding community-based tourism efforts.
- Design curriculum for rural tourism business opportunities, key attractions, marketing and economics of tourism that will substantially benefit both the quality of life of individual rural families and improve the economic stability of rural communities.
- Provide education on heritage tourism and ecotourism, two major components of rural tourism.
- Publish in recognized peer-reviewed journals, Extension publications, and related outlets for professional peers and others.
- Cultivate external support from private and governmental sources.
- Be an effective team player. Work collaboratively with Extension educators in all program areas, where interdisciplinary efforts are needed to meet broad issues or carry out major programming efforts.

**Qualifications:**

Master’s degree with at least 3 years’ experience from an accredited school or university in recreation and tourism resources, community or rural development, public administration or related field required. Doctorate preferred. Experience with West Virginia tourism development preferred. The successful applicant will have demonstrated the potential to publish research results. Effective communication skills, both written and oral, and the ability to interact productively with faculty from many disciplines, government, industry, and the public are essential. Evidence of leadership and experience in building and fostering relationships with diverse stakeholders is desirable.

**Special Requirements:**

- Ability to meet travel demands of position.
- Willingness to work flexible hours including some nights.
- Demonstrate a combination of strong technical and communication skills.
- Demonstrate ability to work in a team setting on a variety of projects, while completing work in a timely manner.
- Ability to pass a criminal background check.
- Required to take and pass the WVU Driver's Safety Training exam.

**Salary:**

Salary range is \$55,000 to \$65,000 and will be commensurate with professional qualifications. This is a 12-month, full-time, tenure-track position with the West Virginia University Extension Service. The successful candidate’s performance will be evaluated on providing a significant contribution in teaching and research and a reasonable contribution in service.

**Benefits:**

- 401k Retirement program with employer matching
- Annual leave (24 days annually)
- Sick leave (18 days annually)
- Paid holidays (12+ days annually)
- Workers' Compensation
- Optional benefits:
  - Group Health, Life, and Accident insurances
  - Disability Insurance
  - Optional pre-tax benefits:
    - Child care
    - Dental care
    - Supplemental retirement programs
    - Vision care
- Tuition waiver (6 possible credit hours per semester)
- Travel expense reimbursement
- Moving expense reimbursement
- Several additional programs and privileges

**Application Process:**

If you meet the stated requirements and would like to be considered for the position, screening will begin on December 1. Candidates that meet that deadline will be given priority screening. All of the following information must be received:

- A cover letter indicating the position that you are applying for and outlining experience and qualifications.
- Resume or curriculum vitae of academic training and professional experience of all academic work using the suggested format that could include the following information:
  - Date(s) of employment
  - Supervisor(s) names
  - Contact information
- A list of three references (including address, email, and phone and fax numbers) who can reflect on your professional strengths.
- All application material must be in **electronic submissions in Microsoft Word format. Eastern Time** on the closing date or you will not be considered for the position.
- **Transcripts:** undergraduate and graduate **showing date degrees conferred** (unofficial copies will be accepted. No fax accepted. Hard copies by mail or electronic copies only.)
- Send to [EHRRecruitment@mail.wvu.edu](mailto:EHRRecruitment@mail.wvu.edu).
- **NOTE:** All application material must be received or you will not be considered for the position. **Degrees must be conferred by December 1, 2011 or you will not be considered for the position.**

For inquiries, call:

West Virginia University Extension Service  
P.O. Box 6031, Morgantown, WV 26506-6031  
Phone 304/293-4555; Fax 304/293-4565

**Social Justice:**

The incumbent in this position is responsible for fulfilling the legal and moral mandates of appropriate laws and University policies regarding civil rights compliance, the Americans with Disabilities Act, and related social justice issues.

**Equal Employment Opportunity:**

West Virginia University is an Equal Opportunity Employer and applicants will be considered solely on the basis of individual qualifications and merit and without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. Minorities, persons with disabilities, females, and other protected class members are encouraged to apply.

Consistent with the Americans with Disabilities Act, applicants needing reasonable accommodations during the employment process should advise as necessary.

Visit our Web site at [www.ext.wvu.edu](http://www.ext.wvu.edu) for additional information about West Virginia University and the WVU Extension Service.