

## **POSITION ANNOUNCEMENT**

West Virginia University

**Position Title:** Extension Agent-Agriculture and Natural Resources  
**Assignment Location:** Hampshire County, West Virginia  
**Closing Date:** May 28, 2012

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### **Brief Description:**

### **Major Responsibilities:**

The West Virginia University Extension Service seeks an educator to promote and deliver educational programs that will enhance the productivity, economic vitality, and sustainability of agricultural and natural resources industries in Hampshire County.

Hampshire County is a two agent county and this position is assigned to the Agriculture and Natural Resources program unit of the WVU Extension Service and will be responsible for conducting a comprehensive Extension education program in the area of agriculture and natural resources for adult and youth audiences. In addition, emphasis will be placed on the continued development of a viable 4-H youth agriculture program. Planning, developing, and implementing programs will require the candidate to work closely with county and other state agencies and organizations and with WVU faculty in neighboring counties.

The person selected for this position will:

- Assist in educating landowners and agribusiness persons on; production agriculture, with a strong emphasis on beef production; agricultural marketing; and business development issues.
- Enhance the economic productivity of small farms and woodlots to maintain their viability.
- Develop and deliver programming in horticulture, including small fruit and vegetable production and home horticulture.
- Work with county and regional economic development agencies to incorporate agriculture and natural-resources-based economic strategies into economic development plans and programs.
- Facilitate and assist with public policy education pertaining to agriculture, land use, conservation, and management of natural and community resources.
- Partner and collaborate with agencies, key stakeholders, civic groups, local governments, and other Extension faculty in the region to provide a broad array of integrated and multicounty programs.
- Support 4-H and other youth development programs with appropriate subject matter expertise in the areas of agriculture and natural resources. Coordinate the county 4-H youth livestock program and show and judging teams. Develop volunteer leadership in these areas. Assist with major county 4-H activities such as 4-H camp.

- Collaborate with county Extension staff to present a unified and coordinated county WVU Extension program effort.
- Utilize various media effectively to inform clientele of program activities through effective promotion and marketing practices.
- Maintain an effective and timely public information program and respond to requests for information and assistance.
- Use appropriate technologies to plan and deliver educational programs through diverse teaching methods, including workshops, seminars, one-on-one visits, conferences, and others.
- Report impacts and outcomes to clientele, public, administrators, and other key stakeholders.
- Identify and attract resources to support the delivery of programming.
- Work to enhance the leadership capacity within the county and communities.

### **Qualifications:**

A master's degree from an accredited institution of higher education is required. At least one degree must be in an agricultural or related field of study. A Category 11 West Virginia pesticide applicator's certification must be obtained during the first six months of employment. Excellent oral and written communication skills and computer skills are required, as is the ability to work effectively with diverse audiences. Documented evidence of ability to use research skills, assess needs, evaluate programs, and conduct applied research related to area of placement. Demonstrated leadership and experience working with government agencies and other federal/state partners, community groups, etc., are desirable. Must possess the ability to manage and supervise volunteers and develop resources to meet program expectations.

### **Special Requirements:**

- Ability to pass a criminal background check.
- Ability to meet travel demands of position (occasional overnight stays) such as 4-H youth camp, conferences, and professional development sessions/trainings.
- Required to take and pass the WVU Driver's Safety Training exam.
- Ability to work flexible work hours, including some nights and weekends.
- Ability to lift and carry materials needed to conduct trainings and perform duties of the position.
- Research and write regular topical articles for newspapers, newsletters, and websites in collaboration with WVU Extension Service Communications.

**Salary:**

- Salary range for position is \$39,000 to \$43,000
- Salary 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 will be evaluated for providing a significant contribution in teaching and service with a reasonable contribution in research with WVU Extension Service.
- Final appointment to the position is subject to the approval of the Hampshire County Extension Service Committee.

**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, all of the following information must be received no later than Midnight Eastern Time on the closing date:

- 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, e-mail, and phone and fax numbers) who can reflect on your professional strengths.
- All application material must be in **electronic submissions** in **Word** format by closing date or you will not be considered for the position.
- **Transcripts:** undergraduate and graduate **showing degrees conferred**. (Unofficial copies will be accepted. No fax accepted. Hard copies by mail or electronic only.)
- Send to [EHRRecruitment@mail.wvu.edu](mailto:EHRRecruitment@mail.wvu.edu).
- **NOTE:** All application material must be received by closing date 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 website at [www.ext.wvu.edu](http://www.ext.wvu.edu) for additional information about West Virginia University and the WVU Extension Service.

**West Virginia University is the recipient of an NSF ADVANCE award for gender equity.**

### **Special Notice:**

**Upon completion of the application and screening process, a candidate will be presented to the County Extension Service Committee for their consideration. Final placement of the agent in the county is subject to the approval of the County Extension Service Committee.**