POSITION ANNOUNCEMENT

West Virginia University Extension Service

Position Title: Visiting Instructor – Public Health

WV Family Nutrition Programs

Location: Charleston, West Virginia

Closing Date: May 21, 2013

Brief Description:

This position is a temporary three year appointment, full-time-12 month, benefits-eligible assignment with the WVU Extension Service, Families and Health Program Unit. The position will serve as a member of the WV Family Nutrition Program (FNP) Administrative Team and provide leadership and technical expertise in the area of public health and community nutrition interventions. Specific duties include management of the WV Nutrition Network (a collaborative developed to promote better nutrition in WV), developing and implementing social marketing strategies, managing FNP's social media platforms, and integrating public/community health approaches into the Family Nutrition Program. This will include developing an overall framework plan to strengthen and integrate programming, building productive relationships with key partners, and enhancing Extension's priority initiatives. This involves teaching, research, and service, with primary emphasis on teaching and service.

Major Responsibilities:

- Develop and deliver objective, research-based educational programs in areas of community and public health nutrition to meet the needs of diverse audiences.
- Evaluate outcomes and impacts of public health nutrition activities and report results.
- Provide leadership for development or acquisition of effective educational programs and curricula that are relevant to West Virginia.
- Participate in interdisciplinary research and educational programs
- As a member of the FNP Administrative Team, oversee specific FNP projects related to public health nutrition including training faculty and staff, collecting and reporting data, and completing federal and state reports.
- Participate in FNP staff in-services (which include updates and application of public health policies and research).
- Manage specific program spending within FNP budget.
- Communicate with key partners about aspects of FNP.
- Identify needs and resources for continuing professional development for Extension faculty, staff, and volunteers related to public health approaches within community nutrition.
- Develop and maintain productive working relationships with a variety of partners, including within WVU (School of Public Health, et. al.), WV-DHHR, and other local, state, and national organizations.
- Actively seek public and private funds to support new and existing initiatives.
- Participate in relevant state and national professional development and associations.
- Prepare reports and perform other responsibilities as directed.

Qualifications:

- A master's degree from an accredited institution of higher education in public health, community health promotion, or related field is required.
- Demonstrated ability to communicate, interact, and collaborate with colleagues and community partners in a dynamic team environment.
- Experience in the development of public health activities designed to support behavior change interventions.

- Demonstrated effective interpersonal and communication skills necessary to form interdisciplinary partnerships and networks within the University and the state.
- Ability to use research skills (including needs assessment and evaluation) to conduct applied research related to public health.
- Ability to use computer programs for word processing, preparation of presentations and reports, data entry and management, and electronic communication.

Special Requirements:

- Ability to pass a criminal background check.
- Ability to meet travel demands of the position which includes overnight stays, conferences and professional development session/trainings.
- Willingness to work flexible hours including some nights and weekends.
- Required to take and pass the WVU Driver's Safety Training exam.
- Ability to lift and carry materials needed to conduct trainings and perform duties of the position

Salary:

- Salary will be commensurate with professional qualifications.
- The Visiting Instructor position is full time, 12 month, benefits eligible and will be reevaluated each year and up to three years for continuation. Based on funding or performance, position can end before three years.
- This position does not accrue time toward tenure. The successful candidate will be evaluated on providing a significant contribution to teaching and service with reasonable contribution to research on an annual basis.

Benefits:

- 401K retirement program with employer matching.
- Leave benefits include annual (24 days annually), sick (18 days annually), and paid holidays (University Calendar).
- Workers' compensation.
- Optional benefits, including: group health, life, accident insurance; disability insurance; supplemental retirement programs; pre-tax benefits in child care, dental care, and vision care; and tuition waiver (6 credit hours/per semester).
- Travel expense reimbursement.

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 by the closing date. All documents, excluding transcripts, must be forwarded in ONE MicrosoftWord Document (Cover letter, resume, and references):

- 1. A cover letter indicating the position that you are applying for and outlining experience and qualifications.
- 2. Resume or curriculum vitae of academic training and professional experience of all academic work using the suggested format that could include the following information:
 - a. Date(s) of employment
 - b. Supervisor(s) names
 - c. Contact information
- 3. A list of three references (including address, e-mail, and phone and fax numbers) who can reflect on the applicant's professional strengths.
- 4. Transcripts of undergraduate and graduate work. Master transcripts most show when the degree was conferred. <u>Transcripts</u>: undergraduate and graduate (unofficial copy will be accepted, No faxes, hard copy by mail or scanned electronic copy only).

Send to EHRRecruitment@mail.wvu.edu).

NOTE: All application materials must be received by closing date or the individual will not be considered.

For inquiries, call:

WVU Extension Service, Human Resources at 304-293-8613.

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 (www.wvu.edu/~exten/) for additional information about West Virginia University and the WVU Extension Service.

