

POSITION ANNOUNCEMENT
West Virginia University Extension Service

Position Title: Extension Agent

Assignment Location: Wayne County, West Virginia

Closing Date: May 24, 2013

Brief Description: The WVU Extension Service is seeking a dynamic individual will implement a comprehensive Extension program in community and economic development and agriculture and natural resources. This position will fulfill the organization's mission by ensuring that the citizens and communities of Wayne County have access to WVU and WVU Extension Service resources and programs. This will be accomplished through collaboration with agencies, key stakeholders, and civic groups. These include county commissions, boards of education, agriculture producers, resource conservation agencies, and community and business development organizations. The position is responsible for developing and maintaining an Extension education program in a variety of cross-county/cross-program center arrangements in the performance of teaching, research, and service. This is a tenure-track faculty appointment requiring the incumbent to have annual evaluations of significant contributions in teaching and service, and satisfactory contributions in research for retention and promotion consideration.

Major Responsibilities: Responsibilities include, but are not limited to, the following:

- Enhancing volunteer and lay leadership skills;
- Maintain an effective public information program about WVU Extension programs;
- Partner with agencies, and organizations, as well as other WVU academic units or counties and volunteer groups;
- Working with county and regional leaders to assess and prioritize issues to be addressed through applied research and educational programs;
- Identifying opportunities to strengthen the capacity of county institutions and organizations to respond to local and regional needs;
- Form networks with county government, community, organizations, agencies, and other Extension faculty and staff;
- Conduct leadership development training to enhance skills of community leaders, future leaders and other community and Extension volunteers.
- Develop, interpret, and disseminate community and economic development research findings to local communities;
- Assist in educating landowners and agribusiness persons on production agriculture, agricultural marketing, and business development issues.
- Enhance the economic viability of small farms and woodlots to maintain their sustainability.
- Develop and deliver programming in horticulture, consumer horticulture, and a Master Gardener program.
- Answer requests for information in a timely manner, using a variety of research-based resources;
- Utilize available state specialists and resources as needed to maintain and enhance programs;
- Serve on selected county, regional, and university committees, non-university committees, assuming leadership on committees and professional associations as appropriate;

- Evaluate results of teaching, research, and service efforts in terms of impact and improvement in knowledge, behaviors, and skills, and to measure change in participants' behavior toward attaining goals and program objectives;
- Keep up-to-date as a professional educator in relevant subject matter areas.

Qualifications: A master's degree from an accredited institution of higher education is required. Educational background in education, rural sociology, community development, public administration, resource development, youth development, nutrition, health education, and agricultural education and/or related field is required. If the required master's degree is not in the specified academic field, applicants may qualify with any master's degree plus three years of relevant work experience in the required fields. Demonstrated leadership and management skill through collaborations and partnerships with agencies and organizations is necessary. Extension or similar work experience preferred; experience working with volunteers desirable. Evidence of ability to use research skills, assess needs, evaluate programs, and conduct applied research related to area of placement is desired. Documented experience in volunteer management, supervision, resource development, and team leadership is preferred. Proficiency in oral and written communication and knowledge and use of computer technology for educational programming and management are required.

Special Requirements:

- Ability to pass a criminal background check
- Ability to meet travel demands of position (occasional overnight stays), such as 4-H youth camps, conferences, professional development session/trainings.
- Required to take and pass the WVU Driver's Safety Training exam.
- Willingness 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 will be commensurate with professional qualifications.
- This is a 12-month, full-time, tenure-track position with the West Virginia University Extension Service.
- Appointment is subject to the approval of the Wayne County Extension Service Committee

Benefits:

- 401k retirement program with employer match.
- Annual leave (24 days per year).
- Sick leave (18 days per year).
- Paid holidays (12+ days per year).
- Workers' Compensation.
- Tuition waiver (6 credit hours per semester).
- Travel expense reimbursement.
- Moving expense reimbursement.
- *Optional* benefits:
 - Group Health, Life, and Accident insurances.
 - Disability Insurance.
- *Pretax* benefits:
 - Childcare.
 - Dental care.

- Vision care.
- Supplemental retirement programs.

Application Process:

If applicant meets the stated requirements and would like to be considered for the position, all of the following information must be received by the closing date of May 24, 2013:

- A cover letter indicating position being applied for and outlining experience and qualifications.
- Resume or curriculum vitae of academic training and professional experience of all academic work, which must include the following information:
 - Date(s) of employment
 - Name(s) of supervisor(s)
 - Contact information
- A list of three references who can reflect on the applicant's professional strengths. List should include mailing address, e-mail address, and phone and fax numbers for each reference.
- All application material must be **submitted in ONE electronic document (Cover letter, resume/vitae, and references) in Word format** by closing date or the individual will not be considered for the position.
- **Transcripts:** undergraduate and graduate (unofficial copy will be accepted electronically or in hard copy format by mail only; no faxes will be accepted).
- **Send to EHRRecruitment@mail.wvu.edu**
- **NOTE:** All application materials, excluding transcripts, must be received by closing date or the individual will not be considered for the position.

For inquiries, call:

WVU Extension Service – Human Resources – 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.

Special Notice:

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