POSITION ANNOUNCEMENT

West Virginia University Extension Service

Position Title: Extension Agent, Families and Health

Assignment Location: Marion County, West Virginia

Closing Date: November 13, 2013

Brief Description:

West Virginia University Extension Service Families and Health (F&H) agents take a holistic approach to the development of programming that is designed to improve the well-being of West Virginia residents. They plan, deliver, and evaluate research-based educational programs. Programming is tied to community needs and directed toward families and individuals. The position requires a service mentality and a balance between process skills and subject matter expertise. This is a 12-month, full-time, tenure-track position with the West Virginia University Extension Service. The agent will be evaluated in the areas of teaching, research, and service and will be expected to meet the requirements for promotion and tenure by the sixth year of employment.

Major Responsibilities:

Specific responsibilities include, but are not limited to the following:

- Partner and collaborate with WVU agents, agencies, nonprofits, and other organizations and the public to meet the educational needs of local residents.
- Develop and deliver objective, research-based educational programs in areas of families and health with emphasis on the signature F&H programs, to meet the needs of diverse audiences.
- Determine program needs by monitoring trends and issues and involving Extension Service committees and other agencies and leadership groups.
- Determine program goals and objectives and identify needed financial and human resources.
- Utilize various media effectively to inform clientele of program activities through promotion and marketing practices.
- Maintain a timely public information program and respond to requests for information and assistance.
- Serve as a liaison between other Extension faculty members and local residents to meet educational needs that fall outside the specialty/content area of the individual F&H agent.
- Use appropriate technologies to plan and deliver educational programs through workshops, seminars, conferences, media, one-on-one visits, field trips, tours, and other methods.
- Support multicounty and statewide team programs and initiatives.
- Maintain knowledge of current research information in the areas of families and health.
- Use computer applications appropriate for the subject matter being delivered and for the collection of data for reporting purposes.
- Develop and implement evaluation plans for key programs.
- Report impacts and outcomes to clientele, administrators, the public, and other key stakeholders.
- Serve as an adviser to the county Community Educational Outreach Service clubs and members.
- Maintain and foster relationships with the public and key stakeholders.
- Identify and attract resources to support the delivery of programming.
- Supervise office staff, program assistants, and nutritional outreach instructors as required.

Qualifications:

A master's degree from an accredited institution of higher education is required. Educational background related to nutrition, food science, family studies, child development, health promotion, family and consumer sciences, or closely related academic field 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 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.

Other Qualifications:

- Ability to communicate effectively orally and in writing.
- Ability to recruit, train, and manage volunteers.
- Experience in developing positive interactions with the public and leading community-based programs.
- Experience in planning, implementing, marketing, and evaluating educational programs.
- Documented evidence of ability to use research skills, assess needs, evaluate programs, and conduct applied research related to area of placement.

Special Requirements:

- Ability to pass a criminal background check.
- Ability to meet travel demands of position (including occasional overnight stays), such as 4-H youth camps, conferences, and professional development sessions/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.
- Willingness to research and write regular topical articles for newspapers, newsletters, and web sites in collaboration with WVUES 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 Monongalia 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 November 13, 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 electronically in ONE Word format (includes cover letter, resume and references)** by closing date or the individual will not be considered for the position.
- **Transcripts**: undergraduate and graduate (unofficial copy sent in separate email will be accepted 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 Committee for their consideration. Final placement of the agent in the county is subject to the approval of the Marion County Extension Service Committee.

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