

POSITION ANNOUNCEMENT
West Virginia University Extension Service

Position Title: **Extension Agent**

Assignment Location: **Morgan County, West Virginia**

Closing Date: **March 26, 2014**

Brief Description: The WVU Extension Service is seeking a dynamic individual who will implement a comprehensive Extension program in agriculture and natural resources, youth development, family and health, community and economic development. This position will fulfill the organization's mission by ensuring that the citizens and communities of Morgan 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, youth development organizations, 4-H Clubs, CEOS clubs, 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;
- 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 including small fruit and vegetable production, consumer horticulture, and a Master Gardener program.
- In collaboration with Families and Health Programs, deliver education to strengthen well being of individuals and families through educational subject matter, programs, resources and opportunities.
- Direct the delivery of educational programs related to health through programs such as Family Nutrition Program, obesity, physical activity, heart, diabetes, consumer education, food safety, as well as other relevant family and consumer programming using research-based information to address the needs of local citizens.
- Provide leadership to the Community Educational Outreach Service (CEOS) program through educational topics, leadership development, committee work, learning events, and program direction and maintenance.
- Support the development of Extension educational programs focused on adult and teen volunteer leadership and character development, including the recruitment, training, and management of a diverse base of volunteers;

- Enhance the 4-H youth program through the involvement of youth groups and adult volunteers in a variety of educational experiences focused on life skills;
- Provide leadership for high-quality youth camping experiences;
- 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;
- 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;
- 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 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 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 will be commensurate with professional qualifications.
- This is a 12-month, full-time, tenure-track, Instructor-level 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 Morgan 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 stipend within one year of employment
- Several additional programs and privileges

Application Process:

If you meet the stated requirements and would like to be considered for the position, submit the following information on or before 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 **submitted electronically in ONE electronic document (include cover letter, Resume or curriculum vita, and three references including contact information) in Word format** (Transcripts should be sent in an individual file if sent electronically).

- **Transcripts**: undergraduate and graduate **showing degrees conferred** (unofficial copies will be accepted. No fax accepted. Hard copies by mail or electronic copies only.)
- **If the Master's degree is not conferred at time of closing, applicant will not be considered.**
- Send to EHRRecruitment@mail.wvu.edu.

For inquiries, call:

West Virginia University Extension Service
P.O. Box 6031, Morgantown, WV 26506-6031
Phone 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.