

## POSITION ANNOUNCEMENT

### West Virginia University

**Position Title:** Extension Agent-Agriculture and Natural Resources

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

**Closing Date:** March 26, 2014

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**Brief Description:** Ohio County is in the Northern Panhandle of West Virginia, located south of Weirton and about 31 miles southwest of Pittsburgh, Pennsylvania. It was formed in 1776 from parts of the Virginia District of West Augusta. The county is named after the river composing its western boundary, which is also the West Virginia state border with Ohio. The name is derived from an American Indian word meaning great or beautiful river. The eastern boundary line is part of the West Virginia state border with Pennsylvania.

Its present territory is 107 square miles with a population of 44,246. Its county seat and major city is Wheeling (pop. 28,486). Wheeling borders and extends southward into Marshall County, but most of its population (around 28,000) resides in Ohio County. The smaller communities are Bethlehem (pop. 2,499); Clearview (pop. 565); Triadelphia (pop. 811); Valley Grove (pop. 378); and West Liberty (pop. 1,542). The Ohio River is a major transportation waterway. Interstate 70 runs east to west through Wheeling and the southern part of the county, following closely the route of the National Road, one of the earliest of federal roads and highways. There are small wildlife management areas at Bears Rocks in the southeastern part of the county and Castleman Run Lake in the northeast corner.

#### **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 Ohio County.

This agent 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. 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, agricultural marketing, and business development issues.

- Enhance the economic productivity of small farms and woodlots to maintain their viability. This will include working with the natural gas education program.
- 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 multi-county 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 Extension faculty and county Extension staff to present a unified and coordinated county WVU Extension program effort.
- Consult with the Ohio County Extension Service Committee for advice and direction in carrying out program planning and development.
- Use 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 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 agriculture-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. Demonstrated ability to develop, deliver, and manage youth programs. Ability to deliver, manage, and coordinate family and health programs.

**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 Ohio 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 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](mailto: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.

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.