



**EXTENSION EDUCATOR (EE),
Agricultural Business Management**

Title: Extension Educator, Agricultural Business Management
Capacity/Program Area: Extension Center for Food, Agriculture, and
Natural Resource Sciences (EFANS)
Location: Southwest Research and Outreach Center, Lamberton, Minnesota
Deadline: Open until filled
Initial review of applications will begin September 15, 2009

ABOUT EXTENSION

The University of Minnesota Extension is a major outreach arm of the University of Minnesota, a land grant institution with a mission to serve the public through applied research and education. The mission of the University of Minnesota Extension is: "Making a difference by connecting community needs and University resources to address critical issues in Minnesota."

LOCATION OF POSITION

This Extension Educator (EE)-Agricultural Business Management (ABM) and Southwest Minnesota Farm Business Management Association position will be housed at the University of Minnesota's Southwest Research and Outreach Center at Lamberton, Minnesota. Even though the EE will be located at a specific office, the position serves a statewide programming area, rather than a single region.

ABOUT THIS POSITION

The EE-Agricultural Business Management will bring in-depth expertise to cutting-edge issues, applying his or her expertise to the programs and priorities of the Center for Food, Agriculture, and Natural Resource Sciences (EFANS) within the University of Minnesota Extension and the Southwest Minnesota Farm Business Management Association (SWMFBMA or Association). The EE is expected to be in integral part of the ABM team working with a wide extension audience on educational activities such as financial management, strategic management, market planning, risk management, human resource management, and policy impacts on Minnesota's agricultural sector. The EE also is expected to work directly with about 60 farmer-members of the Association and their business analysis, tax planning and preparation, and other management and marketing issues. Funding for this position is approximately 60% from the Association and 40% from Extension and should be reflected in the EE's work allocation.

The EE will employ appropriate technology to educate farmers and other agricultural professionals via seminars, workshops, and/or non-credit courses, using both face to face presentations and electronic means. The EE is responsible for program development and delivery, attention to

diversity, use of scholarly scientific research, effective partnerships, use of technology and continuing professional development. The EE may occasionally work in collaboration with University faculty and graduate students on applied research.

This position is accountable to the Program Leader in Agricultural Business Management for program direction, performance evaluation and personnel actions in her/his supervisory role.

RESPONSIBILITIES AND PERFORMANCE EXPECTATIONS RELATED TO EXTENSION INCLUDE:

- Design, develop, deliver/implement, market, and evaluate educational programs based on scholarly/scientific theory and research and appropriate to their audiences, with attention to diversity, in conjunction with the program teams.
- Assume program leadership for a defined period of time on an identified program, project, or priority, as agreed to by the area program leader.
- Collaborate with campus faculty in conducting scholarly research.
- Develop and maintain effective regional, university and state partnerships that further the development and delivery of Extension educational programs while assuming program support functions such as public relations, organizational marketing, technology applications, collaboration with regional director and capacity area leader.
- Garner funds and resources to support educational programs as outlined in Extension's resource development plan and guide, work with and develop programs for new, diverse, and historically underserved audiences, and foster a positive work climate with colleagues, advisory groups, audiences and partnerships.
- Use technology for communication, locating information, program design, program delivery, reporting, and locating information as well as continued professional development in scholarship, program development and delivery via conferences, additional graduate work, self-directed study and/or other appropriate means.

RESPONSIBILITIES AND PERFORMANCE EXPECTATIONS RELATED TO THE SOUTHWEST MINNESOTA FARM BUSINESS MANAGEMENT ASSOCIATION INCLUDE:

- Provide on-farm education, training, and advice in farm business management, financial planning, and farm accounting.
- Analyze and summarize farm accounts, using the system prescribed by the Association.
- Provide assistance and advice on farm business arrangements, estate planning and on tax planning, to those members who request them.
- Prepare federal and state income tax returns for those members who request them.
- Work with Board of Directors of SWMFBMA in planning and management of the Association, and recruitment of membership.

QUALIFICATIONS

Required

Education: Minimum M.S. or M.A. in agricultural economics, agricultural business, agricultural education, finance, accounting, or related discipline is required.

Skills/Abilities: Excellent oral and written communication skills; technology-enhanced communication and teaching skills; ability to develop and maintain effective working relationships with colleagues, partners and stakeholders (e.g., legislators, program participants and industry groups); knowledge of and ability to explain basic tools of marketing, management, and taxation for farmers including, but not limited to, financial analysis, marketing methods and channels, and agricultural taxation. EE must be able to lift and transport equipment and materials between temporary office locations and farms. EE must provide own means for traveling throughout the state, have legally required vehicle insurance, and have a valid driver's license.

Preferred

Experience: Experience designing, delivering and evaluating educational programs in agricultural business management. Experience in income tax preparation for farms, partnerships and corporations, in a professional capacity. Experience organizing and prioritizing a clientele driven workload. Experience using technology in educational programming. Experience and/or academic specialization related to agricultural operations. Experience designing, conducting, and/or providing an essential role in research projects.

Skills/Abilities: Knowledge of production agriculture, advanced marketing and management tools for farmers such as contracts, options, business structure and relationships. Knowledge of quality control techniques, personnel management, commitment to ongoing professional development and ability to articulate public value of educational programs in agricultural business management. A working knowledge of project/program management including budget development, with the ability to read and interpret project/program financial statements and plans. Computer operation skills using the internet, word-processing, spreadsheet, tax preparation, and FINPACK software. CPA or CFA license or EA certification.

BENEFITS/APPOINTMENT

1. Extension Educator positions have annual University academic professional appointments and Extension academic rank.
2. Promotion in Extension academic rank is available and is contingent upon accomplishments as an Extension Educator.
3. University of Minnesota appointment and benefits.
4. Reimbursement for travel and subsistence is available in accordance with University policy.
5. Salary commensurate with education and experience.

TO APPLY

Please attach your cover letter; resume or vita at <https://employment.umn.edu/applicants/Central?quickFind=80741>. Three professional letters of reference, and transcripts for all college work (unofficial transcripts are acceptable) are also required to complete your application. To submit three professional letters on-line; you can attach them to the "references" section of the "optional documents." To submit your unofficial transcripts on-line; you can attach them to the "Additional Document" section of the "optional documents".

Three professional letters of reference and your unofficial transcripts that cannot be submitted online should be sent to or if you have questions about applying online please contact:

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FOR QUESTIONS ABOUT THIS POSITION, CONTACT

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APPLICATION DEADLINE

- Applications accepted until the position is filled.
- Initial review of applications will begin September 15, 2009

*To check the status of your application, log-in to the University of Minnesota employment website at <https://employment.umn.edu/>. To log-in, you will need the user name and password you create when you apply for the position.

**Any offer of employment is contingent on the successful completion of a background check.

The University of Minnesota Extension Service is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status or sexual orientation.