



## **Extension Educator**

### **Stearns-Benton–Morrison Counties**

#### **POSITION DESCRIPTION**

<b>Title:</b>	Extension Educator- Agriculture Production Systems - Livestock
<b>Full-time Position:</b>	Funded by Stearns, Benton & Morrison Counties
<b>Extension Center:</b>	Extension Food, Agriculture, and Natural Resource Sciences
<b>Office Location:</b>	Stearns County Extension Office
<b>Application Deadline:</b>	November 20, 2009 initial application review; position will remain open until filled

#### **ABOUT EXTENSION**

The University of Minnesota Extension Service 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 Service is: *“Making a difference by connecting community needs and University resources to address critical issues in Minnesota.”*

#### **ABOUT THE COUNTIES**

Stearns, Benton and Morrison Counties are located in Central Minnesota. Major cities include St. Cloud, Foley and Little Falls. Agriculture is a significant industry contributing about \$70 million dollars to the local economies annually. Dairy and beef are important sectors of the livestock industry with 1265 dairy farms and 107,000 dairy cows still in the three county area. There are also about 2,100 beef operations and 225,000 head cattle & calves on farms. Additionally, there are about 950 farms handling around 6420 head of horses. St. Cloud is a regional center for the area and draws a workforce from all three of these counties.

This position is jointly funded along with a crops position and a horticulture position. It is expected that the livestock educator will participate as a team member with the other ag educators and also contribute to youth programming to the extent determined by the County Extension Committees.

#### **ABOUT THIS POSITION**

The Extension Educator will primarily focus on providing Extension Food, Agriculture and Natural Resource Sciences (EFANS) programs in the livestock area (primarily dairy and beef)

that are relevant to the local community. Educational programming includes: local program development, delivery, marketing, evaluation, coordination of logistics and participation in scholarship. This position will be responsible for determining livestock programming in the three counties with an emphasis on dairy and beef issues. This position will also provide technical assistance and information about livestock and agricultural business management, and will work with other local educators to coordinate programming. Emphasis for this position is on direct work with dairy and beef producers to enhance their sustainability, however, this position is responsible for programming and teaching in all livestock areas (dairy, beef, sheep, goats, swine, rabbits and horse). Effort will be required to maintain competency in livestock issues, as well as, knowledge of local/federal/state agency programs.

This position is accountable to the Program Leader for South Local Positions in EFANS for program direction, performance evaluation and personnel actions in his supervisory role.

## **RESPONSIBILITIES AND PERFORMANCE EXPECTATIONS**

- Develop and maintain effective regional, university and state partnerships that further the development and delivery of Extension Food, Agriculture and Natural Resource Sciences educational programs.
- Design, develop, deliver/implement, and evaluate livestock educational programs (all species) based in scholarly/scientific theory and research, and appropriate to the audience.
- Utilize numerous delivery methods to teach around issues related to beef and dairy production that are important to maintaining the viability, profitability and sustainability of livestock operations in the three counties.
- Develop and manage local EFANS programs by utilizing local experts such as feed company reps, creamery field men, vets and others to determine local needs and expectations in conjunction with the local County Extension Committees.
- Provide technical assistance and information in the areas of livestock and agriculture business management, based on local needs and expectations.
- Work with local media to deliver consistent and timely research-based information to county residents.
- Coordinate Stearns County Dairy Advisory Committee (maintain minutes, organize and attend meetings, sign off on expenses, etc.) and work with other local groups such as DHIA, beef producers, SWCD, NRCS, etc.
- Collaborate with and support Extension programs in 4-H, Horticulture, Food & Nutrition as a member of the 3 county team.
- Use technology for program design, program delivery, reporting, communication, trend monitoring, and locating information.
- Cooperate on research/demonstrations in collaboration with University faculty based on local program priorities.
- Garner funds and resources, as required, to support local educational programs through partnerships with local agencies and organizations working in the livestock sector.
- Foster and contribute to a positive work climate with colleagues, advisory groups, audiences and partnerships.

- Continue professional development in scholarship, program development and delivery via conferences, additional graduate work, self-directed study and other appropriate means of maintaining a high level of expertise.
- Ensure that Extension programs, facilities, committees, and employment opportunities are accessible to new, diverse, and historically underserved audiences.

## **QUALIFICATIONS**

Education: Bachelor's degree is required; Master's degree is preferred. At least one degree in an agricultural production area is required. A livestock degree is preferred.

Experience: Previous experience as an Extension professional or in a related educational position in agriculture production systems is preferred. Experience working with dairy and beef production is preferred.

Skills/Abilities: Excellent oral and written communication and ability to develop and maintain effective working relationships with colleagues, partners and stakeholders required. Commitment to ongoing professional development and ability to articulate public value of educational programming in agriculture production systems preferred. A working knowledge of project/program management, including budget development, with the ability to read and interpret data and financial statements is preferred.

## **APPOINTMENT/BENEFITS**

1. The Extension Educator position has an annual University academic professional appointment. Renewal is dependent on local funding, program need, performance, and results.
2. University benefits are available with this position.
3. Reimbursement for travel and subsistence is available in accordance with University policy. (Must provide own means for traveling throughout the state and provide legally required vehicle insurance.)
4. Salary commensurate with education and experience.

## **TO APPLY**

Please attach your cover letter; resume or vita at <https://employment.umn.edu/applicants/Central?quickFind=83708>. 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:

Naaz Babvani  
Extension Human Resources  
260 Coffey Hall, 1420 Eckles Ave.  
University of Minnesota  
St. Paul, MN 55108  
Telephone: 612-624-3717  
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babva001@umn.edu

**APPLICATION DEADLINE**

November 20, 2009 initial application review; position will remain open until filled

\*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 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.*