



Working Title: Extension Educator - Leadership and Civic Engagement – Southwest MN
Classification: Assistant Extension Professor (9623), Academic Professional and Admin
Program Area: Community Vitality (CV)/Leadership and Civic Engagement (LCE)
Office Location: Marshall or Worthington, MN
Reports to: LCE Program Leader, Community Vitality
Initial Deadline: **September 12, 2022**

ABOUT COMMUNITY VITALITY

As one of four Extension centers, the Center for Community Vitality makes a difference by engaging Minnesotans to strengthen the social, civic, economic, and technological capacity of their communities. Faculty and staff of the center specialize in Leadership and Civic Engagement (LCE), Community Economics (CE), and Tourism. CE programs and applied research help communities retain and expand local business, know and grow the retail sector, and develop successful tourism opportunities. The Tourism Center helps communities understand whether tourism could diversify a local economy and offers programs that help make tourism more successful.

LCE programs and applied research help communities strengthen social capital, develop and strengthen capacity for local leadership, civic engagement and productive public discussion, collaboration and decision making related to the public good. LCE programming is a valuable and sought-after resource across the state and in the country. LCE cohort programs engage adult learners from local, regional, statewide and/or multi-state communities and organizations in deep learning experiences with evaluated outcomes.

LCE programs are customized and designed to build and enhance leadership and civic engagement knowledge and competencies through educational workshops, online learning, site visits and facilitated individual and group learning, local projects and coaching. The LCE program team is typically offering multiple cohort programs at any one time.

ABOUT THIS POSITION

Extension educators meet program area outcome and impact goals through education, outreach, applied scholarship and by leveraging University of Minnesota resources for and with communities. LCE educators use applied research and research-informed program strategies and information to help communities build and enhance their leadership capacities and productively engage others to make informed decisions and take collective actions to effectively address public issues.

As a scholar-practitioner, the educator is responsible for equitable and inclusive program development, delivery and evaluation; use of scholarly/scientific research; contracting and establishing effective partnerships; utilizing technology and continuing their professional development. The educator develops partnerships and works with organizations to sponsor local programming. These program sponsors support programs by providing financial support, informing the program design, participating in program activities and implementing community initiatives that result from programming. For information about any of the Extension programs and initiatives mentioned above, go to www.extension.umn.edu/community/.

The educator reports to the Program Leader for Leadership and Civic Engagement (LCE) and will collaborate with other educator colleagues and Extension's Central Regional Directors.

LOCATION OF POSITION

This Leadership and Civic Engagement Extension Educator will be based in the Regional Extension offices in Marshall or Worthington, Minnesota and will have primary responsibilities within the surrounding communities and additional responsibilities to assist with programming in the broader region and the Native Nations that share Geography with MN. The educator also serves as a member of a statewide program team that serves the entire state of Minnesota. Some clerical, technology and other support will be provided by support staff in regional Extension offices, under the supervision of the office's Regional Director Team.

RESPONSIBILITIES AND PERFORMANCE EXPECTATIONS

To meet the mission of Extension and the Center for Community Vitality, the LCE Extension Educator will:

Deliver Educational Programming (50%):

- Design, deliver, market and evaluate educational programs, using strategies appropriate for the adult learner and in collaboration with community. Work with team members to:
 - Assess and understand the educational needs of the audience for each programming effort
 - Design instructional processes and strategies with clear links between learning objectives and course content; Create learning activities and strategies in a logical sequence to support the deepening of learners' knowledge and skills.
 - Develop educational content and resources based in research and using a variety of methods.
 - Implement educational programming that focuses on participant engagement and generative learning.
 - Evaluate programming for continuous improvement.
- Design, adapt and deliver leadership and civic engagement programming that addresses local, regional and statewide needs. Examples might include:
 - Work with elected officials and community members to increase work toward community change on a topic of shared interest.
 - Lead leadership cohort programming bridging rural leaders and members of neighboring Native Nations
 - Facilitate learning opportunities for community volunteers focused on creating more welcoming and inclusive communities
- Appropriately use technology to communicate, locate information, design and deliver education, evaluate, and report on program activities.
- Ensure an inclusive approach to all programming, including but not limited to making sure Extension programs, facilities, and committees are accessible to new, diverse, and historically underserved audiences.
- Provide program leadership, education and management for programs as designated and appropriate.
- Deliver educational programming in both a virtual and in-person context.

Enhance Scholarship (15%):

- Use best practices and inclusive research practices to measure, inform, evaluate and strengthen leadership and civic engagement processes. Engage in scholarship that enhances our understanding about the practice of leadership and civic education.
- Create practical knowledge that can impact real-life issues in Minnesota communities.
- Share research and new practical knowledge through academic journals, professional papers, posters, conferences and other forums.
- Demonstrate progress on promotion criteria associated with Extension's promotion system.
- Continue professional development in inclusive leadership and program development, and delivery via conferences, additional graduate work, self-directed study, or other appropriate means of maintaining a high level of expertise.

Conduct Outreach (25%):

- Develop and maintain effective local, regional, university and statewide networks and collaborations that further the development and delivery of Extension educational programs.
- Initiate community partnerships that support new or strengthened community engagement initiatives (e.g., outreach to new communities, agencies and rural populations) and helps communities build inclusive and welcoming communities.
- Contribute to a positive and inclusive work climate and facilitates effective teamwork with LCE and Center colleagues, regional office colleagues, advisory groups, audiences and partners.
- Represent Extension through service on community and/or professional boards that are congruent with the area of expertise and professional goals. This includes civic groups, joint Extension-agency project committees and other committees and task forces.

Administer Programs and Staff Development (10%):

- Assume program support functions as needed, such as contract and/or fiscal management, data-management, public relations and marketing with Center leaders and Regional Directors.
- Secure funds and resources to support educational programs through fee for service, third party reimbursement, grants, and other means.
- Actively participate in staff development and program team activities within the LCE program area, the Center for Community Vitality and Extension.
- Collaborate with the Program Leader to establish, evaluate and report on annual work goals, activities, impacts and outcomes that align with program area priorities.
- Manage professional performance systems, including annual performance review, and professional plans of work.

BENEFITS/APPOINTMENT

1. This is a full-time Academic Professional and Administrative appointment at the level of Assistant Extension Professor (9623).
2. The appointment will be annually renewable with continuation dependent on performance, results, availability of funds, and program needs.
3. The position carries Extension academic rank. Promotion in Extension academic rank is required and contingent on accomplishments as an Extension Educator as governed by the promotion system policies and procedures of University of Minnesota Extension.
4. University of Minnesota appointment and benefits, including health and life insurance, <https://hr.umn.edu/Jobs/Applicant-Center/About-Working-U/Benefits-Summaries-Prospective-Employees>
5. Reimbursement for travel and subsistence is available in accordance with University policy.
6. Estimated salary range \$60,000 to \$70,000 per year dependent on education and experience.

QUALIFICATIONS**Required Qualifications***Education:*

- Master's Degree at the time of appointment. Formal education should include coursework in leadership development or studies (personal and/or community), education, counseling or clinical psychology; and/or in public or civic engagement, public policy/urban planning, community studies, sociology, communication, community economics, adult learning or a closely related field.

Experience:

- A minimum of 2 years of formal or informal teaching experience
- Professional experience in establishing and maintaining effective working relationships with colleagues, partners and stakeholders.
- Demonstrated experience working in diverse settings with diverse populations.

Skills/Abilities:

- The ability to apply research to educational program design, delivery and evaluation.
- Experience conducting outreach and forming coalitions including experience with communities
- Experience in group facilitation or individual coaching skills with adults.
- Evidence of ability to use technology and social media for communication, data collection and analysis, program delivery and reporting.
- Knowledge and experience in the use of educational technology and on-line learning platforms.
- Evidence of ability to implement and meet administrative responsibilities necessary for effective project, budget, grants and program management and implementation.

Additional Requirements:

- Valid driver's license and own means of transportation with required liability insurance.
- Personal cell phone that can be used, as needed, for work purposes and published in the Extension public staff directory.
- Must have reliable internet if/when working outside of assigned office location.
- Must be able to travel within the designated communities and provide in-person programming.
- Ability to maintain a flexible work schedule, including occasional evening or weekend work.
- Must be able to submit proof of being fully vaccinated against COVID-19 or submit a completed religious/medical exemption and agree to comply with the University's testing requirement.
- **This position is not eligible for employment visa sponsorship.**

Preferred Qualifications:

- Demonstrated success in working with individuals, organizations and communities, especially with audiences from a variety of cultural, ethnic, language or literacy backgrounds.
- At least two years of related professional experience post-bachelor's degree in a community development context. Relevant settings for this experience might come from higher education, adult education, Extension, tribal/state/regional/local government or American Indian agencies, community or interest-based organizations and/or foundations.
- Experience in the development of curriculum or adult education materials, adult pedagogy or similar areas in an adult, non-credit educational environment.
- Training and experience in research ethics including how research has negatively impacted underrepresented communities.
- Experience with best practices in on-line educational design and delivery
- Experience applying research to positively address community problems.
- Bi-lingual - in a language relevant to the current regional demographics (such as Spanish, Somali, Hmong)
- Commitment to professional development.

ABOUT EXTENSION

University of Minnesota Extension is a major outreach arm of the University of Minnesota with a mission to serve the public through applied research and education. Our mission is to make a difference by connecting community needs and University resources to address critical issues in Minnesota. Extension strives to attract and retain high-quality, passionate employees, and weave diversity, equity and inclusion into all aspects of Extension's programming and employee engagement <https://extension.umn.edu/>

TO APPLY

Please apply at: <https://extension.umn.edu/home/careers>, **Job Opening ID: 350530**

Applications must be submitted online. To be considered for this position, please click on the Apply button and follow the instructions. You will be given the opportunity to complete an online application for the position. Please include the following attachments with your online application:

- Cover letter
- Resume/Vitae
- Diversity statement [**93XX, Extension Educators, Bev's direct reports**]: In 500 words or less, highlight your unique strengths, experiences, perspectives, and values as they relate to equity, diversity and inclusion. Your statement could include the following:
 - Personalized views and experiences
 - Topics through the lens of your own knowledge or experience
 - If you don't have personal experience on a topic, reflect on why
 - Demonstrated learning and growth

Three professional references and transcripts for all college work (unofficial transcripts are acceptable) will be required during the interview process.

Additional documents may be attached after the application by accessing your “My Job Applications” page and uploading documents in the “My Cover Letters and Attachments” section. See full instructions, <https://hr.umn.edu/Jobs/Applicant-Center/Help-Job-Applications/Using-Job-Application-System>.

To request an accommodation during the application process, please email employ@umn.edu or call 612-624-UOHR (8647).

For questions about this position, contact:

Holli Arp, Program Leader, Leadership and Civic Engagement, arpxx001@umn.edu.

For questions about applying online, contact:

Tiffany McMillan, Extension Human Resources, tiffmcm@umn.edu.

EMPLOYMENT REQUIREMENTS

Any offer of employment is contingent upon the successful completion of a background check. Our presumption is that prospective employees are eligible to work here. Criminal convictions do not automatically disqualify finalists from employment.

Please note: All employees at the University of Minnesota are required to comply with the University's Administrative Policy: COVID-19 Vaccination and Safety Protocol by either providing proof of being fully vaccinated on their first day of employment, or complete a request for an exemption for medical exemption or religious reasons. To learn more please visit: <https://safe-campus.umn.edu/return-campus/get-the-vax>

DIVERSITY

The University of Minnesota and Extension recognize and value the importance of diversity and inclusion in enriching the employment experience of its employees and in supporting the academic mission. The University is committed to attracting and retaining employees with varying identities and backgrounds.

The University of Minnesota provides equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. To learn more about diversity at the U: <http://diversity.umn.edu>.