

UTAH STATE UNIVERSITY EXTENSION JOB POSTING

**Position Title**

Extension Assistant Professor and 4-H Youth/Ag Agent
-Wasatch County

Department

Cooperative Extension/Southeast Region

Category - Hourly

Part-Time/Full-Time - Full-time

College/Unit - Extension

Requisition Number - 051846

Position Summary

The successful candidate will provide leadership for agricultural Extension programs targeted towards adults and 4-H youths. The candidate will recruit, train and supervise volunteer leaders, assist other Extension agents as needed, and serve as a liaison between local clientele, other resource agencies, Extension specialists and Utah State University administration. The successful candidate must have a master's degree to start as an Extension assistant professor with tenure-track status. Those nearing completion of a master's degree will be considered as an Extension instructor.

Responsibilities

- * Implement and direct programs that respond to local clientele needs and issues using innovative approaches that reach diverse audiences.
- * Collaborate and form partnerships with local/state/federal agencies and other educational entities and gain a working knowledge of their programs.
- * Communicate with and obtain input from Extension administration, Extension specialists and other Extension agents.
- * Use advisory committees to identify local issues.
- * Document impacts of the program.
- * Recruit, train, organize, assist and recognize volunteers.
- * Keep current with new information, research and teaching techniques.
- * Respond to client requests for assistance or information.
- * Advertise and market Extension programs.
- * Develop a professional reputation in area of expertise.
- * Demonstrate scholarship in Extension.
- * Manage budgets and personnel.
- * Seek private and public funding sources to assist in program development.
- * Provide regular reports of Extension activities.
- * Support the civil rights mandate of University Extension.

Minimum Qualifications

* Master's degree completed at time of position start date with at least one degree in agriculture, natural resources, youth development or related field. Master's degree near completion will be hired as an Extension instructor.

- *High degree of self-motivation and original thinking.
- *Ability to work independently.
- *Strong organizational, time and project management skills.
- *Demonstrate good oral and written communication skills. An oral presentation will be part of the interview process.
- *Ability to lead and facilitate group discussion and decision making with diverse groups of people.
- *Offer services to individuals and groups without regard to race, color, religion, gender, age, national origin or other such designations protected by law.
- *Must be willing and able to travel the area of responsibility including local, state and national.
- *Must have an understanding of or experience working with 4-H youth programs.

The best candidate will:

- * Demonstrate ability to be a team player.
- * Have excellent customer service skills.
- * Have excellent interpersonal and communication skills.

Preferred Qualifications

- *Experience working with low income and underserved audiences.
- *Comfortable in a flexible and creative environment.
- *Experience in public relations, scholarly activities and Extension work.
- *Experience in supervising others.
- *Knowledge and experience in positive youth development and teen leadership programming.
- *Knowledge and experience in the afterschool delivery modes.
- *Strong educational background in agronomy, animal science or youth development.
- *Experience working with volunteers and recruiting youths and adult leaders.
- *Experience in adult education.

Cooperative Extension will give preference to new hires that can speak a second language, preferably Spanish.

Special Instructions to Applicants

Along with Online application, please attach:

1. A current resume
2. A cover letter
3. A list of the names and contact information of three professional references that are familiar with your work.
4. Transcripts

THE FINALIST WILL BE SUBJECT TO FBI AND UTAH BUREAU OF CRIMINAL IDENTIFICATION BACKGROUND CHECKS PERFORMED AS PART OF THE HIRING PROCESS.

If academic transcripts are not available electronically, they can be scanned at a copy center and saved as a .pdf file which can be attached to the application. Transcripts can also be faxed to 435-797-1816 and the Human Resource Office will attach them to the application. If transcripts have a security background, please copy on a light setting before faxing.

Required Applicant Documents

- Resume
- References
- Cover letter
- Transcripts

Optional Applicant Documents

- Optional document 1
- Optional document 2

Review Date

Position Close Date

Open Until Filled

Salary

\$35,000 for Extension instructor, and \$38,000 minimum for Extension assistant professor, plus excellent benefits.

Percent of Time or Hours per Week

100 percent

About Utah State University

Since its founding in 1888, Utah State University has evolved from a small, agricultural college to one that is nationally and internationally recognized for its intellectual and technological leadership in land, water, space, and life enhancement. As Utah's land-grant and space-grant institution, the university is led by President Stan L. Albrecht and has 850 faculty who provide education for more than 23,000 undergraduate and graduate students, including 7,000 in its continuing education sites located throughout Utah. USU occupies 7,000 acres, 400 of which are on campus, with more than 200 buildings, 63 of which are devoted to academics. USU also has three branch campuses and Extension offices in all of Utah's 29 counties.

With seven colleges, more than 200 majors and 130 research-related classes, Utah State can count four Goldwater Scholars and a Rhodes Scholar among its graduates in the past five years. Student-centered, hands-on learning opportunities are plentiful as Utah State attracted more than \$186 million in research revenue last year. These research dollars, along with stellar faculty mentors, have inspired more than 1,000 students to pursue their own research projects every year.

Located in the city of Logan in northern Utah's Cache Valley, Utah State is 80 miles northeast of Salt Lake City and is within a day's driving distance of six national parks. The surrounding area, including ski resorts, lakes, rivers and mountains, makes Utah State one of the finest recreational environments in the nation. The university is a place of diverse thought, where first-rate cultural offerings provided by talented professors and visiting artists benefit thousands of students and members of the community. It is a safe place that provides a unique living-learning community and is the oldest and largest public residential campus in Utah.

Utah State University is committed to providing an environment free from harassment and other forms of illegal discrimination based on race, color, religion, sex, national origin, age (40 and older), disability, and veteran's status. USU's policy also prohibits discrimination on the basis of sexual orientation in employment and academic related practices and decisions. Utah State University employees and students cannot, because of race, color, religion, sex, national origin, age, disability, or veteran's status, refuse to hire; discharge; promote; demote; terminate; discriminate in compensation; or discriminate regarding terms, privileges, or conditions of employment, against any person otherwise qualified. Employees and students also cannot discriminate in the classroom, residence halls, or in on/off campus, USU-sponsored events and activities. This publication is issued in furtherance of Cooperative Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Noelle E. Cockett, Vice President for Extension and Agriculture, Utah State University.