POSITION DESCRIPTION

Title: Extension Educator

BASIC FUNCTION/RESPONSIBILITY

As part of MSU Extension (MSUE) and the [INSERT NAME OF INSTITUTE] Institute, this position provides local as well as statewide leadership and educational programming expertise in alignment with the [INSERT FOCUS AREA or WORKGROUP]. This position may collaborate across work groups, Institutes and community groups and work with faculty, specialists and educators for advancement of the needs of the Institute clientele; designs, implements and evaluates programming based on basic and applied research and the needs of clientele groups; ensures dissemination of research-based information through various methods, including multi-media, personal education and written articles; and serves as an informational resource for Extension Personnel and clientele.

CHARACTERISTIC DUTIES/RESPONSIBILITIES

- Develop, conduct and evaluate innovative educational programs that meet current and projected needs;
- Communicate and interact with community groups to evaluate the needs of the clientele;
- Serve as an information resource to clientele, partners and Extension staff;
- Collaborate with MSU Extension staff to conduct and evaluate programming efforts;
- In concert with the MSUE work team(s), work with federal, state and county agencies to complete needs assessment of the community and develop effective programming;
- Create and promote positive public relations for MSU Extension and the [INSERT NAME OF INSTITUTE];
- Author, produce and submit regular research-based educational articles;
- Develop and utilize appropriate media methods to communicate current and timely information, research results, and relevant industry updates, as well as a schedule of current and future activities;
- Actively participate in professional development opportunities;
- Gather and report programming outputs and impacts, to demonstrate program effectiveness and to guide future program priorities for MSUE, the [INSERT NAME OF INSTITUTE] Institute and the work group aligned with;
- Work to ensure that community needs assessments, program development and recruitment efforts include the engagement of Michigan’s diverse residents across race, gender, socioeconomic class, disabilities and other differences;
- Understand and implements Civil Rights policies and procedures;
- Other duties or projects as assigned by the Institute Director.

SUPERVISION RECEIVED FROM

Institute Director
WORK ENVIROMENT

This position requires driving as a regular part of the position; carrying educational materials, equipment, etc. up to 25 lbs.

QUALIFICATIONS

- Master’s degree from an accredited institution in a field of study related to [INSERT APPROPRIATE AREAS OF STUDY] must be earned by date of hire;
- 3-years’ experience in Extension program delivery or demonstrated ability and skill in educational program planning, implementation and evaluation (relevant experience acquired within the last 5-years preferred);
- Ability to create and carry-out a project plan from research of initial concept to project completion and follow-up;
- Experience with marketing/promotion of educational programs;
- Strong interpersonal, oral and written communication skills;
- Experience and proven ability working productively with a team;
- Proficiency in use of technology (e.g. web research, Microsoft Word, Excel, PowerPoint, Outlook for mail/calendaring, distance technology, etc.) for day-to-day work and educational program delivery, record keeping, reporting, team-based communications and overall management;
- Demonstrated success in program development and delivery to diverse audiences/communities including but not limited to race, gender, socioeconomic class, disabilities and other differences;
- Proven ability in establishing and working with a diverse network of constituents and community members across race, gender, socioeconomic class, disabilities and other differences to assist with program development and outreach;
- Understanding of and ability to implement Civil Rights principles and compliance standards.

DESIRED QUALIFICATIONS

[INSERT AS APPLICABLE]

ADDITIONAL REQUIREMENTS

Ability to regularly travel within the assigned area and surrounding communities, as well as occasional travel outside the assigned area in order to perform duties of this position.

SPECIAL INSTRUCTIONS TO APPLICANTS:

Applicants should include the names and contact information (including email addresses) of four professional references with the cover letter.

This position is a full-time, end-dated appointment renewable annually based upon successful performance and continued funding.