CLASSIFICATION: EXTENSION PROGRAM INSTRUCTOR
Non Union
FLSA: Exempt

BASIC FUNCTION/RESPONSIBILITY
Provides leadership and oversight of local programs, clients and participants, related to MSU Extension program focus areas and as part of a specific MSU Extension Institute; oversees and ensures program/project promotion and expansion activities; assists with data gathering for impact evaluation efforts; and works in conjunction with supervisor, program participants and community partners to attain both short-term and long-term goals and objectives. Through supervising educator, works in concert with the appropriate MSUE Institute and/or work team(s) to ensure alignment of programs with overall goals of work team, Institute and organization.

CHARACTERISTIC DUTIES/RESPONSIBILITIES
• Plan, organize and carry out programs that focus on the specific area of educational programming.
• Collaborate with the appropriate MSU Extension Institute work teams.
• Provide expertise and information to clientele related to program area.
• Plan, organize and implement programs that are relevant to program area and meet the needs of local residents.
• Operates somewhat independently, with minimal supervision, ensuring that program delivery follows prescribed guidelines and meets the goals for reaching specific audiences.
• Provide information and opportunities for learning through the use of technology, mass media, group meetings, workshops and individual contacts.
• Attend various and related local program meetings or committee meetings, as well as community planning activities, as appropriate.
• Represent MSU Extension in activities, meetings, etc. in a manner that reflects collegial connection with the community, the research and knowledge of the University, and the goodwill of MSU Extension.
• Reach a diverse audience through traditional and newly developed programs.
• Actively participate in a variety of professional development opportunities to attain and retain program knowledge and delivery skills.
• Has an understanding and commitment to equal access and opportunity and to diversity and inclusivity.
• Understands and implements Civil Rights policies and compliance.

SUPERVISION RECEIVED FROM
Supervising Extension Educator

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

QUALIFICATIONS
Bachelor’s degree and two years of experience in program management and delivery in area of focus; proficient computer operation skills (e.g. Microsoft Word, Excel, PowerPoint, etc.); and effective oral and written communication skills. Combination of education and specific, relevant experience may be considered in lieu of degree.

Additional experience in area of expertise may be desired.

Additional Requirements
Valid vehicle operator's license to perform duties of the position and other skills and/or physical abilities required to perform duties of the position.

FAIR LABOR STANDARDS ACT DESIGNATION
This is position is exempt as defined under the FLSA.

Date: 6/1/2013

*MSU is an affirmative-action, equal-opportunity employer.*