

UTAH STATE UNIVERSITY EXTENSION JOB POSTING

**Position Title**

Assistant/Associate Extension Professor
– 4-H Volunteer Development

Department

USU Extension/State 4-H Office

Category - Faculty

Part-Time/Full-Time - Full-time

College/Unit - Extension

Requisition Number - 051895

Position Summary

To assist youth in acquiring knowledge, building character and developing life skills in a fun learning environment that will enable them to become self-directing, productive members of society.

Purpose

Provide innovative and visionary leadership for developing, marketing, implementing and evaluating statewide volunteer management programs.

Responsibilities

- Provide leadership for volunteer training, curriculum development, and special volunteer events and activities.
- Direct statewide leadership in volunteer screening and registration.
- Responsible for volunteer awards and recognition.
- Responsible for volunteer grant fund development and administration.
- Provide leadership for research and scholarly work in volunteer management.
- Implement and direct state 4-H volunteer development.
- Collaborate and form partnerships with local/state/federal agencies and other educational entities.
- Communicate with and obtain input from Extension administration, Extension specialists and Extension agents.
- Document impacts of programs.
- Keep current with new information, research and volunteer development techniques.
- Respond to agent requests for assistance or information.
- Advertise and market Extension programs.
- Develop a professional reputation in volunteer development.
- 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.
- Other responsibilities as assigned.

Minimum Qualifications

- Minimum of Master's Degree.
- One degree must be in Volunteer Management, Youth Leadership, Adult Education, Extension Education or a related field.
- Experience with and understanding of the 4-H program.
- Demonstrated competency in program development and evaluation.
- Professional experience related to youth and adult development, organizational systems and volunteer management.
- Effective oral and written communication skills.
- Demonstrated commitment to affirmative action and diversity goals.
- Strong computer and communication technology skills.
- Must be able and willing to travel to meet requirements of position.
- Proven experience in developing and maintaining strong relationships with county and state advisory groups, state agencies, public officials and private sector youth development partners.
- 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, sex, age, national origin or other such designations protected by law.

Preferred Qualifications

- Five years of demonstrated professional experience in youth development and volunteer management.
- Demonstrated ability in research and scholarly work.
- Demonstrated success in fund development and securing external funding through grants.
- Demonstrated educational program leadership resulting in positive impacts on children, youth and families.
- Proven ability to motivate and communicate effectively with diverse constituencies and form productive partnerships.
- Knowledge and familiarity with Cooperative Extension.
- Demonstrated experience working with committees and councils.
- Ability to promote teamwork among state and county youth development staff and 4-H volunteers.
- Bilingual ability and experience with diverse audiences.
- Experience in 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 the after-school delivery modes.
- Experience working with volunteers and recruiting youth and adult leaders.
- Experience in adult education.

THE BEST CANDIDATE WILL:

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

Special Instructions to Applicants

The finalist will be subject to FBI and Utah Bureau of Criminal Identification background checks performed as part of the hiring process.

Required Applicant Documents

- A cover letter
- A curriculum vitae
- A list of the names and contact information of three professional references
- Un-official electronic transcripts

Review Date

11-30-09

Position Close Date

Open Until Filled

Salary

Title and salary commensurate with experience, plus excellent benefits. This is a tenure track position.

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.