

4-H STEM (Science, Technology, Engineering, and Mathematics) SPECIALIST (100%) Position Description

Working Title: 4-H STEM Specialist (100%)

Official Title: Faculty (rank to be determined)

Geographic Areas Served: Statewide

Office Location: Lowell Center, 610 Langdon St., Madison, WI 53703

Type of Appointment:

This is a probationary tenure-track faculty appointment within the University of Wisconsin-Extension Department of Youth Development. During the probationary period, faculty members may receive renewed probationary appointments. At the end of the period, faculty members may be promoted to the ranks of tenured faculty. Standards of excellence and scholarship are expected to be met throughout a faculty member's career.

Purpose and Primary Focus of Position:

As a faculty member of University of Wisconsin-Extension, the 4-H STEM (Science, Technology, Engineering, and Mathematics) Specialist is responsible for leading a statewide initiative to increase Wisconsin 4-H Youth Development's capacity to meet youth development educational needs related to STEM. Backed by University research, the Specialist incorporates pertinent findings from the social, human and behavioral sciences and the science, technology, engineering and mathematics disciplines as a basis for educational programs to support the positive development of youth. The Specialist works closely with county Extension faculty and staff and 4-H volunteers in planning, implementing and evaluating local and state educational programs to increase STEM-related competence in Wisconsin youth. Information about current programming is available on the [Wisconsin 4-H SET website](http://www.uwex.edu/ces/4h/set/). (<http://www.uwex.edu/ces/4h/set/>)

Primary Duties/Essential Job Functions:

- Lead the development and coordination of the statewide 4-H STEM initiative, working in collaboration with county and state colleagues
- Develop innovative program models and design learning materials related to STEM disciplines
- Provide STEM-related educational programs to staff, youth and adult volunteers through a wide variety of teaching methods at sites throughout Wisconsin
- Build collaborative relationships with agencies, organizations, and university faculty/staff for the purpose of furthering 4-H STEM, with special emphasis on engineering and technology
- Coordinate existing funded projects and programs; develop new sources of funding to support the growth of 4-H STEM in Wisconsin
- Plan and implement appropriate impact evaluations and reports to improve program effectiveness and highlight impacts of the statewide 4-H STEM initiative
- Serve as the Wisconsin 4-H SET (Science, Engineering, Technology) liaison to USDA and the National 4-H SET initiative
- Provide educational leadership by planning, implementing and evaluating culturally competent educational programs directed at state needs on issues relating to 4-H STEM
- Use appropriate means to critically review and integrate related research into community-based educational programs
- Write, publish and share research, evaluation, curricula and program designs that contribute to program understanding and contribute to relevant fields of study
- Regularly prepare educational materials, program evaluations and reports using appropriate technology

Primary Duties/Essential Job Functions (continued):

- Communicate Extension's value and 4-H STEM by developing effective relationships and providing relevant program outcome information to public officials, legislators, the general public and other interested parties
- Make all reasonable effort to reach a diverse audience, to ensure access to programs and facilities, and to provide services that do not discriminate on the basis of age, race, creed, color, disability, sex/gender, sexual orientation, national origin, ancestry, religion, marital status, identity as a veteran, disabled veteran, Vietnam veteran or any other military service, arrest record or non-program related conviction record.

Other Position Expectations and Responsibilities:

- Develop and use an appropriate system for reporting and evaluating programs to the University of Wisconsin-Extension and to clients, colleagues and other Extension collaborators as needed
- Develop plans of work based on ongoing assessment of statewide needs
- Develop and follow a personal plan for professional development in the area of youth development and outreach education methodology consistent with personal and organizational goals
- Build and maintain trust-based relationships in support of cooperative and respectful work environments
- Be responsive to evolving position and organizational needs; perform additional duties, as needed

Working Conditions:

- Make individual arrangements for transportation adequate to meet position responsibilities and essential job functions
- Assume frequent travel throughout the state
- Be available to periodically work evenings and weekends, as needed to meet programming needs

Key Relationships:

The Specialist is supervised by the State Program Director, 4-H Youth Development. The position is accountable to the State Program Director on all matters related to employment. The Specialist works as a part of the State 4-H Youth Development team.

Academic Relationships:

This is a faculty position in the UW-Extension Academic Department of Youth Development and, subject to faculty regulations, is appointed to the University of Wisconsin System rank and tenure track. A tenured appointment must be obtained by the end of the sixth year of full-time employment to retain the position, in accordance with UW-Extension faculty policies and procedures.

Qualifications:

To be considered eligible for this position, you must meet all of the following minimum qualifications:

- Ph.D. or Ed.D. in a field related to the STEM disciplines of Science, Technology, Engineering, Mathematics or a field of Education with a focus on the STEM disciplines
- Demonstrated skill in designing and leading educational programs in the STEM disciplines for youth audiences
- Knowledge and skills to effectively interact with people from different cultural backgrounds, including those associated with race, ethnicity, national origin, religion, socioeconomic status, age, gender, disability, sexual orientation, and other aspects of human diversity

Additional knowledge, skills and abilities desired:

- Demonstrated success designing, planning, implementing, and evaluating learning experiences for youth and/or adults in community-based, non-formal educational settings that reach, and are accessible to, a wide range of diverse audiences
- Professional or volunteer experience in educational outreach related to STEM disciplines

Additional knowledge, skills and abilities desired (continued):

- Demonstrated skills in program evaluation and/or applied research; ability to use outcome data for program improvement and accountability
- Coursework in educational principles, curriculum development, program evaluation and/or the cognitive and social development of youth and adults; knowledge of principles and research in the field of youth development
- Ability to communicate ideas effectively orally, in writing and through educational technology
- Strong group and educational facilitation skills
- Experience working with volunteers in non-formal settings
- Demonstrated ability to initiate, form and effectively maintain working relationships with persons or associations from cultures other than one's own
- Skillful in establishing and maintaining professional work relationships and networks; demonstrated success in effectively working with teams
- Scholarship experience; demonstrated ability to critically review and utilize research findings
- Ability to promote Cooperative Extension and its programs through mass media and public relations/marketing
- Ability to write grants, develop funding and establish partnerships that pool and/or leverage public and private funds in support of Extension's mission
- Knowledge and skills related to budget development and management
- Skillful in the use of educational software and current instructional technologies
- Demonstrated understanding of Extension's mission; knowledge of land grant colleges and universities

Organizational Competencies:

Individuals who demonstrate increasing capacity in the following organizational competencies, as indicated by the examples listed below, are likely to experience higher levels of success within their Cooperative Extension positions:

- **Leadership**
Inspires respect and trust; works to clarify expectations and accepts feedback; shows personal responsibility for finding solutions; follows through on commitments; adapts to change or unexpected events in the work environment; manages competing demands for time while maintaining life-work balance; practices strategic, shared and ethical decision-making; understands how funding decisions are made; works to align one's work with Cooperative Extension's mission, vision and values; coaches others; is willing and motivated to learn
- **Relationship-building**
Gives appropriate recognition to others; approaches others in a tactful and diplomatic manner; works to understand group and team dynamics; uses awareness of one's emotions and those of others to adapt behavior and to manage interactions successfully; reacts well under pressure; analyzes conflict situations and chooses appropriate Extension roles; works in ways that support mutually beneficial partnerships; maintains confidentiality; is responsive
- **Inclusion**
Demonstrates an active, intentional and ongoing engagement with diversity- in people, through curriculum, and within communities; recognizes, understands and appreciates the culturally different ways in which others express themselves; treats others with dignity, respect and consideration; works to create work environments that are experienced as safe by all; is curious about and open to others' ideas
- **Communication**
Listens and seeks clarification; speaks clearly; uses public relations skills to strengthen others' understanding of Extension's value; writes clearly and informatively; varies writing and speaking style to fit the purpose of the communication; adapts communications to fit cultural contexts and circumstances; demonstrates effective communication technology skills; demonstrates effective presentation skills

Position Description Clarification:

This position description represents a general outline of job duties, expectations, responsibilities and qualifications. It is not intended to be comprehensive in nature. In addition, this position is likely to evolve over time and therefore this position description may not fully reflect the precise nature of the position at a future point in time.

Position Benefits:

Excellent State of Wisconsin benefits, including retirement, health insurance, vacation, sick leave, and other insurances.

Equal Opportunity:

As an affirmative action employer, UW-Extension provides equal opportunity in programs and employment; and is strongly committed to maintaining a climate supportive of respect for differences and equality of opportunity. UW-Extension does not discriminate on the basis of age, race, creed, color, disability, sex/gender, sexual orientation, national origin, ancestry, religion, marital status, arrest record or non-program related conviction record; or identity as a veteran, disabled veteran, Vietnam veteran or any other military service. ***We promote excellence through diversity and encourage all qualified individuals to apply.***

Materials will be made available in alternative format upon request. Please call 711 if you are hearing or sight impaired and need assistance. Direct inquiries concerning equal opportunity to: UWEX Workforce Equity and Diversity; Room 501; 432 N. Lake Street; Madison, WI 53706.