



# Extension Outreach Associate Family and Consumer Science

## WE TRANSFORM LIVES

Everything we do is designed to improve the quality of life of the people in the state of Illinois, across the nation, and around the world. We discover, develop, translate, and disseminate knowledge to address societal concerns and train the next generation of experts and leaders in a way that empowers them to expand the boundaries of science to higher levels of understanding and influence.

**Be a part of our story.** Through learning partnerships that extend knowledge and change lives, University of Illinois Extension provides educational programs aimed at making life better, healthier, safer, and more profitable for individuals and their communities. Illinois Extension has operated continuously for more than 100 years connecting the citizens of Illinois to their land-grant university by providing educational programming around the state. University of Illinois Extension is based in the College of ACES and works with all colleges and units of the University of Illinois at Urbana-Champaign.

The Extension Outreach Associate, Family and Consumer Science serves as a regular, full time, 12-month academic professional with primary responsibilities to plan, develop, and implement digital nutrition education content, curriculum, instructional materials, and other resources for University of Illinois Extension's nutrition education programs. This position is a member of the FCS statewide team and supports the creation of instructional materials for statewide programming.

One full-time position is available

**Location: Urbana-Champaign Campus**

(Remote work options may be possible)

## Position Overview

### Program/Curriculum Development and Instruction

- Plan, develop, and implement digital nutrition education content, curriculum, and materials. Content must be culturally relevant and address the learning needs of target populations.
- Contribute to background research to support the development of nutrition educational materials and curriculum development as part of the Family and Consumer Sciences digital nutrition education team.
- Collaborate with team members to lead and contribute to successful execution of digital education deliverables.
- Work with internal and external creative staff, such as videographers, graphic designers, and web developers pertaining to digital education and production of instructional materials.

### Research and Evaluation

## Application Due

February 20, 2024

## Proposed Start Date

As soon as possible after the closing date

## Salary

Commensurate with experience and qualifications

## To Apply

Go To: <http://go.illinois.edu/1022692>

Log in to your account and upload a cover letter and resume, as well as the names and contact information of three professional references

## More Information

Immigration sponsorship is not available for this position. This position is a full-time, benefits-eligible, non-tenure academic professional position appointed on a 12-month service basis. The expected start date is as soon as possible after the closing date. Salary is competitive and commensurate with qualifications and experience, while also considering internal equity. The salary range for this position starts at \$60,000. Generous vacation and sick leave. State Universities Retirement System. Group health, dental, vision and life insurance

This is a security-sensitive position. Comprehensive background checks, including but not limited to a criminal conviction information check, and a review of the Registered Sex Offender list, will be conducted.

- Be an active member within a professional society(s) to keep abreast of changes within your discipline. Continually seek professional development opportunities to enhance competency in subject matter areas.
- Use research and evaluation findings to create innovative materials and make changes to existing nutrition education offerings in order to improve quality.
- Share principles of evidence-based best practice with peers.

### **Organizational Requirements**

- Comply with all University of Illinois Extension Affirmative Action/Equal Opportunity policies and guidelines in all aspects of Extension work; assist unit staff with data collection for Affirmative Action, Gender, and Targeted reports as needed.
- Comply with all reporting deadlines and requirements (e.g. plans-of-work, activity and impact reporting, etc.).
- Perform other duties that contribute to the mission of University of Illinois Extension programming, as assigned.
- Local, regional, statewide, and (limited) interstate travel required.

### **Other Information**

- To perform the functions of this position, the employee will be required to perform work both within an office and outside in the communities that are served, and must have the capability to travel from one location to the other in a timely fashion. Employee is responsible for securing personal transportation. A valid driver's license is preferred. Some work will be required during evenings and/or weekends. When working, the employee may be exposed to a variety of environmental factors to include, but not limited to, hot or cold weather, exposure to noise and allergens, and uneven ground. In performing the functions of this position, the employee may be subjected to various mental and physical demands as well to include, but not limited to, independently traveling to and performing work at different locations, lifting and moving items that may occasionally weigh up to forty (40) pounds and frequently weigh up to twenty (20) pounds, and twisting, pushing and pulling movements. More detailed information regarding the functions of this position (including the physical, mental and environmental requirements of the position) may be obtained from Human Resources for the College of Agricultural, Consumer and Environmental Sciences (ACES) by contacting [hr@aces.illinois.edu](mailto:hr@aces.illinois.edu).

**Administrative Relationship:** The Extension Outreach Associate, Family and Consumer Sciences, is administratively and programmatically responsible to the Senior Manager, Digital Nutrition Education, Family and Consumer Sciences.

### **Qualifications**

#### **Required:**

- Master's Degree in nutrition, dietetics, public health, family and consumer sciences, or a related field. Master's degrees in other fields will be considered with work experience that demonstrates similar competencies. Candidates with a master's degree in progress may be considered for interviews, but degree must be completed by hire date.
- Experience with developing nutrition education materials.
- At least 2 years of relevant experience.
- Experience working with diverse populations in a community setting.

#### **Preferred:**

*The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Convictions are not a bar to employment. The University of Illinois System requires candidates selected for hire to disclose any documented finding of sexual misconduct or sexual harassment and to authorize inquiries to current and former employers regarding findings of sexual misconduct or sexual harassment. For more information, visit [Policy on Consideration of Sexual Misconduct in Prior Employment](#). The University of Illinois must also comply with applicable federal export control laws and regulations and, as such, reserves the right to employ restricted party screening procedures for applicants.*

*As a qualifying federal contractor, the University of Illinois System uses [E-Verify](#) to verify [employment eligibility](#).*

*The University of Illinois is an Equal Opportunity, Affirmative Action employer that recruits and hires qualified candidates without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability or veteran status. For more information, visit <http://go.illinois.edu/EEO>.*

- Experience working with external vendors, such as videographers, graphic designers, and web developers.
- Registered dietitian or registered dietitian nutritionist.
- Familiarity with Dietary Guidelines for Americans or Child Nutrition Programs.
- Experience with preparing written materials for varying literacy levels.

#### **Knowledge, Skills, and Abilities:**

- Strong oral and written communication skills. Evidence of strong interpersonal skills. Ability to work independently and within a team environment. Understanding of land-grant University Extension and demonstrated ability to work effectively within Extension system. Project management skills.

#### **Application Procedure**

To apply, go to <https://go.illinois.edu/1022692>. Please upload a resume, cover letter, and the names and contact information for three professional references. Resume dates submitted must be in month/year format and employment history, at a minimum, should include all work dating back to the completion of your undergraduate degree. Positions that were less than full-time/100% must be noted as being part-time. Transcripts may be requested at a later date. To receive full consideration, all requested application materials must be submitted via the online system by **February 20, 2024, but posting will remain open until filled.**

For further information about this specific position, please contact Christina Edgington at [chrisedg@illinois.edu](mailto:chrisedg@illinois.edu). For questions regarding the application process, please contact 217-333-2137.

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