



# Program Administrator, INEP (SNAP-Ed)

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**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.

## Position Overview

The Program Administrator, INEP (SNAP-Ed) serves as a regular, full time, 12 month academic professional with primary responsibility for providing oversight, leadership, and supervision for the Supplemental Nutrition Assistance Education Program (SNAP-Ed) for the University of Illinois Extension in Lake and McHenry Counties. This includes providing guidance, support, and direction to the SNAP-Ed team members as it relates to implementation of the program, and serving as the local representative, positively representing SNAP-Ed with key stakeholders and partners to facilitate program objectives.

One full-time position is available.

**Location: Unit 3 – Lake and McHenry Counties**

(Position will be housed in one of the County offices)

Additional positions may become available in other locations.

## Program Oversight, Leadership and Direction

- Oversee SNAP-Ed programming to ensure programming meets the goals and objectives as outlined in the state plan.
- Actively recruit and hire Civil Service staff to fill vacancies in coordination with the county director.
- Monitor staff program delivery to support program outreach efforts.
- Provide guidance and feedback to staff on performance improvement. This may include going to programming sites and modeling improvement practices for outreach and engagement to partners and participants.
- Participate in and reinforce content from staff trainings.
- Establish an advisory committee in order to gather perspectives, advice and recommendations related to all aspects of the SNAP-Ed programming within the Unit. Use information from the advisory committee to implement any necessary changes to current programming.

## Application Due

September 25, 2023

## 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/1019648>.

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. The position is a full-time, benefits eligible, non-tenure academic professional position appointed on a 12-month service basis. 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.

- Provide leadership and assist with marketing the SNAP-Ed programming to targeted populations, organizations, and agencies, to grow and expand programming efforts.
- Work with SNAP-ED Statewide Leadership team to ensure optimal onboarding, programming, and program support.

### Supervision

- Provides supervision of all assigned INEP civil service staff in adherence to University of Illinois Extension/ACES guidelines.
- Provide leadership in coordinating the logistics and activities for program tasks, i.e., travel, equipment, and supplies.
- Meet with the local INEP team and individual members of the team on a regular basis to provide guidance on performance and program implementation.
- Review and approve staff work hours and calendars.
- Monitor and approve program expenses in keeping with the local SNAP-Ed budget.

### Other Information

- Comply with all University of Illinois Extension Affirmative Action/Equal Opportunity policies and guidelines in all aspects of Extension work; assists Unit staff with data collection for Affirmative Action, Gender, and Targeted reports.
- Perform other duties that contribute to University of Illinois Extension programming, as assigned.
- Local, regional and (limited) statewide travel required; personal transportation required.
- 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 INEP Administrator is administratively responsible to the County Director.

### **Qualifications**

#### **Required:**

- Bachelor's degree in public administration, public health or related field. Candidates with a Bachelor's degree in progress may be considered for interviews, but degree must be completed by hire date.
- Experience working with diverse communities.
- Experience facilitating and guiding the work of teams

*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>.*

**Preferred:**

- Experience in direct supervision.
- Experience supporting a diverse workforce.
- Bilingual.

**Knowledge, Skills, and Abilities:**

- Strong oral and written communication skills. Evidence of strong interpersonal skills and teamwork as well as the ability to work independently. Ability to work flexible hours and be self-directing.

**Application Procedure**

To apply, go to <https://go.illinois.edu/1019648>. Please upload a resume, cover letter, and the names and contact information for three professional references. Resume dates 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 the close date of **September 25, 2023**.

For further information about the position please contact search chair 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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