



ILLINOIS

Extension

COLLEGE OF AGRICULTURAL, CONSUMER & ENVIRONMENTAL SCIENCES

Extension Outreach Associate, Research and Fellowships

POSITION OVERVIEW

University of Illinois Extension is seeking creative and motivated individuals to join the inaugural team of a newly launched Extension and Public Engagement Connection Center (EPECC) at University of Illinois in Urbana-Champaign. EPECC will work to strengthen university connections across the state in a way that builds reciprocal and collaborative partnerships via the deeply rooted Extension network, which serves more than 1.3 million program participants each year. EPECC staff will provide leadership within a talented network of professionals to re-imagine the land-grant university through public impact-focused research, teaching, and outreach.

The Extension Outreach Associate, Research and Fellowships serves as a full time, 12 month academic professional directly reporting to the EPECC Coordinator. The Outreach Associate's primary responsibilities are to provide oversight, develop and evaluate all grant and fellowship programs within EPECC, supporting the mission of the University of Illinois Extension.

One full time position is available.

Location: Champaign-Urbana Campus

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

RESPONSIBILITIES

Fellowship Development and Outreach

- Oversee and aid in the development of all Extension and Public Engagement Connection Center (EPECC) fellowship programs.
- Identify and liaise with state host agency officials; draft and publish Requests for Applications and other announcements; organize and lead key workshops; and work with financial personnel on pre-and post-award administration of fellowships.
- Establish, maintain and nurture connections with state representatives to secure interest in and support for hosting fellows.
- Advertise opportunities for fellowships and collect applications, both among potential hosts and to interested fellowship candidates.
- Develop processes for the review and selection of fellowship finalists.
- Establish relationships and coordinate with diverse state fellowship hosts to understand logistical and scheduling constraints, and develop an optimal schedule for annual state fellowship program.
- Coordinate with hosts and fellows in state fellowship program to obtain adequate mentoring and project plans.
- Consult and coordinate with the Public Relations and Government Affairs Coordinator as needed.

Research Development and Outreach

- Oversee and aid in the development of all Extension and Public Engagement Connection Center (EPECC) research grant programs.
- Liaise with Extension and University of Illinois officials; draft and publish Requests for Proposals (RFPs) and announcements; recruit and host a review panel to evaluate proposals; and work with financial personnel on pre- and post-award administration of grants.

APPLICATION DUE

October 9, 2019

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/121002>

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

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.

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- Advise and make recommendations to the EPECC Coordinator to ensure the highest quality of research is funded throughout the state using a competitive peer-review process.
- Develop and implement a proposal and reporting portal to allow proposal submission, and manage submissions within this system.
- Advise principal investigators (PIs) on project-specific and technical problems and on how to address these in their proposals; contact the PIs to discuss the fate of their proposal submissions.
- Partner with Extension leadership, the Campus Extension Administrators Team, and supporting partners to develop and establish proposal submission and review requirements for each funding opportunity.

Evaluation and Research

- Analyze, evaluate and oversee the preparation of scientific information and documentation used in the preparation of the RFPs, review and selection process.
- Manage the scientific review and evaluation process for all proposals submitted to the program, including securing review panel evaluation of scientific merit and interpretation, and selection of all outside reviews.
- Assess program's effectiveness, and recommend changes to program's content, policies and procedures accordingly.
- Maintain and develop scientific and outreach expertise and familiarity in the latest applied research developments in all program areas funded by the program through special training courses, attending conferences, and scientific literature.
- Work with program leadership to identify and pursue funding opportunities and revenue streams.
- Participate in the program budgeting and accounting processes to support and evaluate financial infrastructure of program.

Organizational Leadership

- Organize and lead the annual state fellows matching workshop that pairs hosts with finalist candidates.
- Represent the research and/or fellowship programs at state and national meetings, including presenting program accomplishments through presentations and/or fielding questions regarding the various research and/or fellowship activities.
- Serve on committees representing the program, participating in short term and long term planning.
- Develop content, organize and run annual meetings (agenda setting, speaker/panel composition and invitation, drafting technical or background information). Assign work and responsibilities for various aspects of meeting implementation (invitation, venue and accommodations reservation, agenda, name cards, parking, catering, hosting socials, travel reimbursement) to appropriate staff.
- Represent Extension as a whole and in individual projects at funding agencies and advisory bodies by describing or addressing questions pertaining to the program and the projects.
- Participate, as appropriate, in activities in support of Extension's broader mission, including at Extension state, regional, and national network meetings.

Other Information

- 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.
- 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. 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

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.

The University of Illinois is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans, and individuals with disabilities are encouraged to apply. For more information, visit go.illinois.edu/EEO.

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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.

Administrative Relationship: The Extension Outreach Associate, Research and Fellowships is administratively responsible to the Coordinator, Extension and Public Engagement Connection Center.

QUALIFICATIONS:

Required: A Master's of Science degree. Candidates with a Master's degree in progress may be considered for interviews, but degree must be completed by hire date. Minimum of 2 years of professional experience in project management related to scientific research.

Preferred: Academic background and experience in one or more of Extension's priority issue areas is preferred: Food; Economy; Environment; Community; and Health. Demonstrated experience with research proposal and fellowship application administration; experience working outside of academic research in fields of science application, management or administration. Experience with legislative processes and/or state government.

Knowledge, Skills, and Abilities: (REQUIRED) Proven strong written and oral communication and interpersonal skills; Evidence of ability to work with diverse groups to achieve results. Knowledge of administrative, budgetary, human resources and financial principles and practices; Demonstrated capacity to read, comprehend and interpret scientific proposals; Strong ability to think creatively and independently on concepts requiring advanced analytical skills. Knowledge of Illinois state legislative offices' and agencies' roles and operations. (PREFERRED) Mission of UIE, the land-grant system, and University of Illinois policies and procedures.

APPLICATION PROCEDURE:

To apply, go to <http://go.illinois.edu/121002>. Log in to your account and upload a cover letter and resume, as well as the names and contact information of 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 **October 9, 2019**.

For further information about the position please contact Deborah Seiler at dlseiler@illinois.edu. For Technical assistance with the online application process, please email jobs@illinois.edu.