



ILLINOIS

Extension

COLLEGE OF AGRICULTURAL, CONSUMER & ENVIRONMENTAL SCIENCES

Extension Educator, Discovery Partners Institute

POSITION OVERVIEW

The Extension Educator serves as a regular, full time, 12-month academic professional with primary responsibility for the development, delivery, and evaluation of educational programs supporting the mission of the University of Illinois Extension. Extension Educators support one of the four core Extension program areas and within that program area may focus on one or more of the following interdisciplinary initiatives: Community; Economy; Environment; Food, and/or Health. Programmatic objectives of Extension Educators will be consistent with national and statewide initiatives considered of significant important to residents of the state of Illinois.

Extension Educators will be expected to deliver research-based educational programs and to work within team settings that may consist of other Extension Educators, community college professionals, and faculty within and outside of the College of ACES. The establishment of professional networks as well as the development of relationships with key stakeholder groups is vital to the success of Extension Educators. Extension Educators will be expected to deliver educational programs not only within their assigned unit, but also as requested, to clientele within other units.

The Extension Educator, Discovery Partners Institute (DPI) is expected to concentrate programmatically as a multi-county unit educator in Chicago metropolitan areas, focusing primarily on urban settings. This programmatic concentration includes: provide overall leadership to DPI on the urban food and agriculture system, including but not limited to food security and safety, food entrepreneurship, supply chain, consumer foods, life cycle analysis, policy, etc. Ensure program planning, program monitoring, and program evaluation are consistent with local needs, DPI initiatives, and statewide priorities. The Extension Educator will be located at the DPI and available to the Chicago metropolitan area. The Extension Educator will collaborate closely with the Director of the Metropolitan Food and Environmental Systems (MFST) major in the College of ACES, the Extension Educators for Local Food Systems/Small Farms in Cook and St. Clair counties. Implement organizational systems and programs by teaming with Program Coordinators and Volunteers who assist with program management functions and teaching roles when appropriate. Guide all program expansion and program quality processes. Educate community members about critical urban food systems issues. Create higher education, business, and community partnerships to expand and support DPI program initiatives in food and agriculture. Teach and provide training to undergraduate students, non-degree-seeking students, skilled volunteers, and community members and leaders. Have expertise in metropolitan/urban food systems; volunteerism; equity, access, and opportunity; partnerships; and organizational systems, which is shared with others through volunteer trainings and professional staff development.

One full time position is available.

Location: Chicago, IL

(Position will be housed at Discovery Partners Institute - Currently located at S. Wacker Drive, Chicago, IL, with expectation of relocation to the new facility once constructed)

Additional positions may become available in other locations

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.

APPLICATION DUE

December 2, 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/121993>

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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Program Development, Delivery and Evaluation

- Assess the needs of local clientele in a systematic and analytical manner. This will include networking and collaborating with community organizations and other relevant groups.
- Within the designated area of specialization, develop and deliver innovative curricula and programs to address local needs as well as to mesh with the broader state, DPI, and national interdisciplinary initiatives. Must maintain the competencies to develop and deliver educational programming.
- Deliver high impact programs to diverse audiences utilizing a selection of innovative delivery mechanisms to optimize reach and effectiveness by teaming with Program Coordinators and Volunteers who assist with program management functions and teaching roles when appropriate.
- Partner with the Director of the College of ACES Metropolitan Food and Environmental Systems (MFST) major to develop and deliver appropriate academic courses using traditional and innovative educational platforms.
- Develop effective and contemporary approaches to communicate with clientele. This may include constantly evolving electronic technologies (e.g., twitter, Facebook, blogs, e-learning, etc.).
- Evaluate the impact of program initiatives in a planned and statistically relevant fashion. Evaluation plans should focus not only on short-term impacts but also on long-term changes in clientele practices.
- Serve as a preceptor for undergraduate students in the MFST major who are completing independent study, experiential learning, and research experiences via the DPI.
- Guide program expansion and program quality processes by teaching and providing training and support to employees or volunteers who teach and work with the DPI Extension programs.

Discovery Partners Institute (DPI) Local Program Leadership

- Provide program leadership to the Chicago metropolitan area, including Cook County and the surrounding collar counties regarding the mission of the University of Illinois Extension and the DPI. This will include marketing and representing Extension's interests to external partners and stakeholders in areas related to expertise.
- Develop and maintain professional collaborations with DPI-associated partners and the Chicago metropolitan area County Directors, Region 1 Director, and any Specialists and Educators. Lead, interpret, and integrate information to best assist local clientele in developing and maintaining government, non-government, industry, and academic partnerships.
- Establish positive relationships and partnerships with food and beverage companies, community organizations, industries, government, and non-profit organizations to secure internships and experiential learning opportunities for College of ACES, and other, undergraduate students regarding urban food, agriculture, environmental sciences, and related topics.
- Cooperate with DPI leadership and Chicago metropolitan area and East St. Louis County Directors to develop grants regarding metropolitan food and environmental systems and other relevant grant initiatives.
- Coordinate an Advisory Board for metropolitan food and agriculture issues that integrates with the DPI vision and mission.
- As requested, supervise civil service personnel and hourly personnel.

Organizational Leadership and Development

- Serve as an effective team member and volunteer for leadership roles as appropriate.
- Compete for internal and external resources to enhance the development of innovative educational programs with potential for high impact. Includes strategic use of available funds to increase program quality and impact.
- Assist with and support the total University of Illinois Extension and Outreach program.
- As needed, accept statewide responsibilities as requested by the Associate Dean and Director of Extension and Outreach.
- Cooperate fully with the Associate Dean and Director of Extension and Outreach to achieve budget goals, address staffing needs, fulfill relevant grant initiatives, report impacts, and carry out all other items relevant to the DPI-Extension partnership.

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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- Continually seek professional development opportunities to enhance competency in subject matter area.
- Perform other duties that contribute to the mission of University of Illinois Extension and Outreach programming, as assigned.
- Comply with all reporting deadlines and requirements (e.g., plans of work, activity and impact reporting, database entry, etc.).

Scholarship

- Establish professional relationships and participate in campus-based partnerships that tie academic programs and research to complement Extension programming by partnering with Extension Specialists and/or faculty members on research projects as appropriate within the initiatives connected to metropolitan food, agriculture, and environmental systems and of importance to DPI.
- Be an active member within a professional society(ies) to keep abreast of changes within the discipline. Continually seek professional development opportunities to enhance competency in metropolitan food and environmental systems and subject matter areas.
- Use research and evaluation findings to create innovative programs and make changes to existing programs in order to improve quality.
- Share principles of evidence-based best practices with peers.

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.
- 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.

Administrative and Programmatic Relationship: The Extension Educator, Discovery Partners Institute is administratively and programmatically responsible to the Associate Dean and Director, Extension and Outreach.

QUALIFICATIONS:

Required: Master's degree from an accredited institution of higher education. Appropriate fields of study include Agricultural and Biological Engineering; Agricultural and Consumer Economics; Animal Sciences; Crop Sciences; Horticulture; Food Science; Human Nutrition; Human Development and Family Studies; Natural Resources and Environmental Sciences; Urban Planning; Extension Education; or other related field with relevance to urban food and agriculture. Candidates with a Master's degree in progress may be considered for interviews, but degree must be completed by hire date. Evidence of knowledge of and experience with metropolitan food and environmental systems, urban food and agriculture, and/or urban planning; 2-3 years experience working in an urban area.

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Preferred: Interdisciplinary training with related teaching or research experience. Teaching experience in formal and informal settings. Field and/or applied research. Previous work experience with urban agriculture. Experience in the Chicago Metropolitan area. Experience working with volunteers, including recruitment and support. Experience with program planning for audiences of all socio-demographic characteristics. Experience in evaluation and impact reporting. Experience in leadership role and/or evidenced ability to guide the work of others.

Knowledge, Skills, and Abilities: Strong oral and written communication skills. Evidence of strong interpersonal skills and ability to work within a team environment and with diverse cultural groups. Demonstrated ability to build and maintain diverse networks.

APPLICATION PROCEDURE:

To apply, go to <http://go.illinois.edu/121993> 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 **December 2, 2019**.

For further information about the position please contact Joe Toman at tomanj@illinois.edu. For technical assistance with the online application process, please email jobs@illinois.edu

For further information about the position please contact Julie Rtichey at julie7@illinois.edu. For Technical assistance with the online application process, please email jobs@illinois.edu.