



# ILLINOIS

## Extension

### COLLEGE OF AGRICULTURAL, CONSUMER & ENVIRONMENTAL SCIENCES

## Extension Educator, Chicago High School for Agricultural Sciences

### 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 six 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, Chicago High School for Agricultural Sciences (CHSAS), is expected to concentrate programmatically in metropolitan food and environmental systems within diverse urban production settings. Close collaboration with other Commercial Agriculture, Local Food Systems/Small Farms, Horticulture, Family and Consumer Sciences, 4-H Youth Development, and Community and Economic Development Extension Educators is required. The Extension Educator will be located at the CHSAS. The Extension Educator will build networks among diverse groups within Cook County and the surrounding counties, who have strong interest in expanding the food and agriculture system in the Chicago area through youth development, training, and education. Engage with urban growers, community members, and volunteers, CHSAS personnel, decision-makers, and other stakeholders and clientele involved in urban agriculture and CHSAS. Collaborate closely with others to achieve common goals regarding urban food and agriculture teaching and training. Educate community members about critical urban food systems issues. Create higher education, business, and community partnerships to expand and support CHSAS program initiatives in food and agriculture. Partner with the College of ACES, Office of Academic Programs regarding activities related to student pipeline development. 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 CHSAS - 3857 West 111th Street, Chicago, IL)

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

February 5, 2020

### 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/126884>

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 CHSAS clientele in a systematic, analytical, and culturally competent manner. This will include networking and collaborating with community organizations and other relevant groups.
- Within the designated area of specialization, develop innovative curricula and programs to address local needs as well as to mesh with the broader state and national interdisciplinary initiatives.
- Deliver high impact programs to diverse audiences utilizing a selection of innovative delivery mechanisms to optimize reach, effectiveness, and cultural relevance.
- Partner with the Director of the College of ACES Metropolitan Food and Environmental Systems (MFST) major, the Associate Dean of Academic Programs in the College of ACES, and others in the College of ACES to develop and deliver appropriate college-preparation educational materials and programs using traditional and innovative educational platforms. Collaborate with the Council on Teacher Education to ensure alignment of educational programming with state requirements, where appropriate.
- Develop effective and contemporary approaches to communicate with clientele. This may include constantly evolving electronic technologies (e.g., twitter, Facebook, blogs, e-learning, etc.) used in culturally appropriate ways.
- 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 that are completing independent study, experiential learning, and research experiences in the College of ACES.
- Guide program expansion and program quality processes by providing training and support to employees or volunteers who teach and work with urban food systems and STEM-related programs.
- Conduct all activities in accordance with the Civil Rights Act, Title IX, Rehabilitation, Americans with Disabilities Act, and the University of Illinois Extension Affirmative Action and Equal Employment Opportunity Plan.

*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](http://go.illinois.edu/EEO).*

### Chicago High School for Agricultural Sciences (CHSAS) Program Leadership

- Provide program leadership to the CHSAS regarding the mission of the University of Illinois Extension. 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 the Extension Region 1 Director and Region 1 County Directors, other Specialists and Educators, and CHSAS administration and board members.
- 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 area food and beverage companies, community organizations, industries, government, and non-profit organizations to promote urban food, agriculture, environmental sciences, and related topics, along with youth development, training and education for the future workforce.
- Cooperate with Extension personnel and the CHSAS administration and board members to develop grants regarding metropolitan food and environmental systems, positive youth development, workforce training in urban food and agriculture, and other relevant grant initiatives.
- Develop Illinois Extension curriculum for adult learners in partnership with CHSAS administration.
- As requested, supervise civil service personnel and hourly personnel.

### Organizational Leadership and Development

- Serve as a culturally competent and 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.
- 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 CHSAS partnership.
- Continually seek professional development opportunities to enhance content and cultural competency in subject matter area.

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- 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 urban food, agricultural, and environmental systems.
- Be an active member within a professional society(ies) to keep abreast of changes within the discipline. Continually seek professional development opportunities to enhance content and cultural competency in metropolitan food, agricultural, 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.

**Administrative and Programmatic Relationship:** The Extension Educator, CHSAS 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, Agricultural Leadership/Education/and Communication, Animal Sciences, Crop Sciences, Horticulture, Food Science, Natural Resources and Environmental Sciences, Education, or other related field. Evidence of knowledge of and experience with metropolitan food and environmental systems, urban food and agriculture, and/or underserved audiences.

**Preferred:** Interdisciplinary training with related teaching or research experience. Experience across multiple disciplinary areas of food and agriculture. Teaching experience in formal and informal settings. Field and/or applied research. Previous work experience with urban agriculture. Evidence of entrepreneurship. Experience working with volunteers, including recruitment and support, and with youth and adult learners. 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. Cultural competency.

### **APPLICATION PROCEDURE:**

To apply, go to <http://go.illinois.edu/126884>. 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 February 5, 2020.

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).

For further information about the position please contact Willene Buffett at [wbuffett@illinois.edu](mailto:wbuffett@illinois.edu). For technical assistance with the online application process, please email [jobs@illinois.edu](mailto:jobs@illinois.edu).