



Visiting SNAP-Ed Administrator

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.

Position Overview

The Visiting SNAP-Ed Program Administrator serves as a regular, full time, 12 month academic professional with primary responsibility for providing oversight, leadership, and supervision for all aspects of the Supplemental Nutrition Assistance Education Programs (SNAP-Ed) grant programming for University of Illinois Extension in Unit 6 (Cook County). The general areas of responsibility include providing guidance, support and direction to the SNAP staff as it relates to implementation of the program. The SNAP-Ed Program Administrator will also serve as the local representative and will positively represent the SNAP-Ed program with key stakeholders and partners to facilitate meeting program objectives.

One full-time position is available.

Location: Unit 6 - Cook County

(Position will be housed in Cook County - Matteson, IL)

Program Oversight, Leadership and Direction

- Provides leadership in carrying out the SNAP-Ed grant programming with all unit SNAP-Ed staff, which includes civil service and academic professional staff members.
- Evaluate staff program delivery to determine ways to improve program delivery efforts.
- Oversee SNAP-Ed programming to ensure programming meets the goals and objectives as outlined in the state plan.
- Participate in and reinforce content from SNAP Ed regional 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.
- Conduct site visits where programming occurs, to evaluate, oversee, and ensure effectiveness and programming standards are being met.
- Provide leadership and assist with implementation of marketing the SNAP-Ed programming to targeted populations, organizations, and agencies, in an effort to grow and expand programming efforts.

Application Due

October 15, 2021

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/151817>

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 temporary, full-time, benefits eligible, non-tenure academic professional position appointed on a 12-month service basis. The position may become non-visiting at a later time dependent upon funding and/or programmatic needs. 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.

Supervision

- Provides supervision of all SNAP-Ed civil service and hourly 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 SNAP team and individual members of the team on a regular basis to track and monitor 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.
- 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 Relationship: The Visiting SNAP-Ed Program Administrator is administratively responsible to the County Director

Qualifications

Required:

- Bachelor's degree in public administration, public health or related field from an accredited institution of higher education. Candidates with a Bachelor's degree in progress may be considered for interviews, but degree must be completed by hire date.
- Experience with and an understanding of working in communities.

Application Procedure

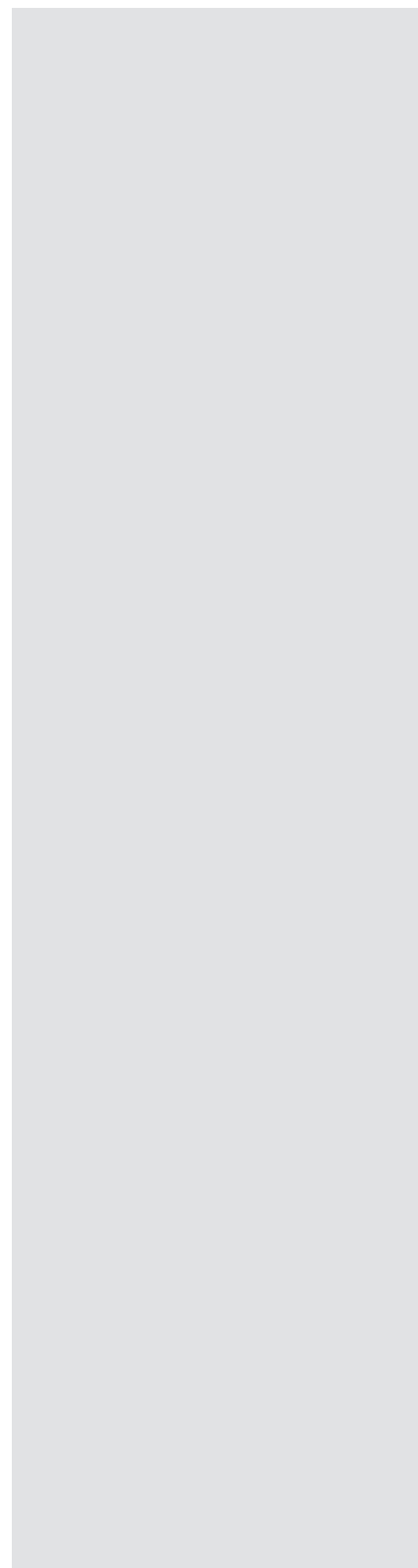
To apply, go to <https://go.illinois.edu/151817>. Log in to your account and upload a cover letter and resume, as well as the names and contact information of three professional references. Resume dates must be in month/year format and employment history, at a minimum, should include all work dating 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 15, 2021.

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>.

For further information about the position please contact search chair Durriyyah Kemp at kemp@illinois.edu. For technical assistance with the online application process, please email jobs@illinois.edu.



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