



Senior Manager, Family and Consumer Science Employee Instruction and Teaching

WETRANSFORM 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.

The Senior Manager, Employee Instruction and Teaching serves as a regular, full time, 12-month academic professional. This is a senior level Extension position with primary responsibility for providing statewide leadership for teaching and instructing team members of the Illinois Nutrition Education Program (INEP). This position is part of the leadership team for the \$25 million community nutrition education programs funded through the Supplemental Nutrition Assistance Education Program (SNAP-Ed) and the Expanded Food and Nutrition Education Program (EFNEP) within the Family and Consumer Science program area of University of Illinois Extension. This position strategically leads and develops the team member instruction and talent development systems for effective delivery and quality control of nutrition education programming.

One full-time position is available.

Location: Urbana-Champaign Campus/ Remote work arrangements may be considered (Position will be housed at the Urbana-Champaign Campus or a remote work arrangement will be established)

Position Overview

Strategic Direction and Leadership of Employee Teaching and Program Delivery

- Develop the strategic direction and manage the statewide instruction of INEP team members.
- Oversee the development of high-quality learning experiences for over 200 INEP team members for effective delivery of programming that achieves required federal outcomes.
- Provide employee instruction and collaborate with team members to ensure best practices in adult education and facilitative teaching are central to programming efforts.
- Direct and manage the annual statewide strategic planning process for the community nutrition education model ensuring the integrity of SNAP Ed and EFNEP program guidelines.
- Ensure program implementation meets equity, diversity, and inclusion goals and aligns with strategic plans of the program area and Extension. Oversee and instruct team members on civil rights compliance standards to meet federal program regulations.

Application Due

October 25, 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/152870>

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.

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.

- Oversee and develop program quality processes to ensure program integrity standards and grant compliance. Ensure management evaluation standards for program implementation are being met.
- Maintain SNAP-Ed policy and procedure manual in compliance with federal guidelines.
- Organize and supervise field staff workgroups pertaining to new worker instruction, teaching and program implementation.
- Pursue and oversee research effort related to instructional techniques and INEP team member competencies.

Organizational Leadership

- Manage the new employee and staff instructional budget portion of the SNAP-Ed grant.
- Develop and oversee vendor contracts pertaining to staff teaching and instructional needs
- Actively participate as a member of the INEP leadership team contributing to the overall vision and mission of INEP, co-leading the education and instruction team.
- Serve as direct supervisor and direct the work of Specialists and student hourly employees.
- Collaborate with HR and INEP team members to align competencies for staff to ensure program implementation achieves grant objectives.
- Establish professional relationships and participate in campus-based partnerships that connect academic programs and research to complement Extension programming.
- Serve on state or national boards and workgroups to enhance partnerships and collaborations between Illinois Nutrition Education Programs and other nutrition/physical activity organizations.
- Be an active member within a professional society(s) to keep abreast of changes within field of discipline.
- Pursue professional development opportunities to enhance competency in subject matter area.

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 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.

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>.

Administrative Relationship: The Senior Manager, Employee Instruction and Teaching is administratively responsible to the Senior Lead, SNAP-Ed

Qualifications

Required:

- Master's degree in nutrition, dietetics, public health, community health, adult education or related subject matter emphasis from an accredited institution of higher education. Candidates with a Master's degree in progress may be considered for interviews, but degree must be completed by hire date.
- At least 3 years of relevant experience.
- Experience leading and managing projects and/or teams.
- Professional experience in nutrition education programming with limited-resource audiences.
- Experience creating and providing synchronous and asynchronous education or training programs to adult and/or youth audiences.

Preferred:

- Experience with SNAP Ed or EFNEP programming.
- Experience developing professional competencies.
- Experience with educational software and learning platforms.

Knowledge, Skills, and Abilities:

- Familiarity with traditional and modern training methods: in-classroom training and e-learning. Strong oral and written communication skills. Evidence of strong interpersonal skills. Ability to work within a team environment. Understanding of land-grant University Extension and demonstrated ability to work effectively within Extension system is preferred.

Application Procedure:

To apply, go to <https://go.illinois.edu/152870>. 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 should be submitted via the online system by **October 25, 2021**, however applications will continue to be accepted and reviewed until the position is filled.

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

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