



Visiting Extension Outreach Associate

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.

The Department of Agricultural and Biological Engineering (ABE) has an established international reputation for its research in a broad array of specializations. ABE is consistently ranked as one of the top ten best undergraduate engineering programs in the nation. ABE is interdisciplinary nature, as there is collaboration across the University of Illinois campus as well as the University of Illinois Research Park.

Position Overview

The Visiting Extension Outreach Associate serves as a regular, full time, 12 month academic professional with primary responsibility for aiding in program management, resource development, and program administration and evaluation related to farm stress and mental health. This position will serve a 12-state farm stress effort in addition to Illinois specific farm stress initiatives and will work closely with the Farm Stress Extension Specialists and Extension team to ensure regional and state program objectives are met. This position will be expected to learn core elements of the North Central Farm and Ranch Stress Assistance Center (NC FRSAC), a USDA funded farm and ranch stress assistance network, and will aid in the planning, implementation, and evaluation of farm stress and mental health efforts.

One part time position is available.

Location: Remote or hybrid work arrangement will be established

Program Planning, Management and Evaluation

- Ensure program objectives are met through program planning, implementation, and evaluation of farm stress and mental health efforts.
- Aid in the program management, resource development, and program administration and evaluation related to farm stress efforts and IL specific farm stress initiatives.
- Facilitate communication, meeting, and outreach strategies under the guidance of program directors.

Application Due

February 16, 2022

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/157867>

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.

- Work with regional and state partners to identify needs, develop outreach products, and implement programs for agricultural producers and stakeholders.
- Monitor and evaluate the overall project and programming timeline and track program successes.
- Evaluate program implementation and prepare data summaries and visualizations to show program impacts.
- Facilitate participation of regional and state Advisory Boards related to farm stress efforts and initiatives.
- Administer pilot-grant program which includes promotion of program, solicitation of applications, application review, and award notification.
- Plan and assist with implementation of the agricultural farm stress and mental health summit.
- Identify funding opportunities for Farm Stress and Mental Health to meet project goals and assist with program implementation. Prepare and offer assistance preparing competitive grant proposals to fund the project.

Program Reporting

- Prepare press releases in partnership with Extension’s Communicating and Marketing team related to farm stress initiatives and manage program updates to website as needed
- Facilitate monthly newsletter and social media efforts to highlighted program impacts.
- Create or assist with quarterly and annual progress reports.

Organizational Requirements

- 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.
- Perform other duties that contribute to the mission of University of Illinois Extension programming, as assigned.
- Limited intrastate travel may be required.

Other Information

- 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.

Qualifications

Required:

- B.S. required in agriculture, human development and family science, evaluation, psychology, business administration or related discipline. Candidates with a bachelor’s degree in progress may be considered for interviews, but degree must be completed by hire date.
- Experience with website and professional social media management.

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>.

University of Illinois faculty, staff and students are required to be fully vaccinated against COVID-19. This employment offer is contingent on your timely submission of proof of your vaccination. If you are not able to receive the vaccine for medical or religious reasons, you may seek approval for an exemption in accordance with applicable University processes.

Preferred:

- One year experience with project coordination.
- Experience with Wordpress.

Knowledge, Skills, and Abilities:

- Excellent written and oral communication skills, including demonstrated presentation skills. Strong interpersonal skills and organizational skills. Ability to prioritize a varied workload, successfully manage timelines, and provide regular reports of activities/achievements. Proficiency with entire Adobe and Microsoft Suites, Zoom is preferred.

Application Procedure

To apply, go to <https://go.illinois.edu/157867>. 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 16, 2022**.

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

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