Public job postings at MSU

Extension Educator-Fixed

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Job no: 470825
Work type: Extension, Faculty/Academic Staff
Major Administrative Unit / College: Michigan State University Extension
Department: Extension Children And Youth 10058941
Salary: Salary Commensurate with Experience
Location: East Lansing
Categories: Full Time (90-100%), Fixed Term Academic Staff, MSU Extension- EXPA, Advising/Counseling, Agriculture, Education/Training, Research/Scientific, Veterinary/Animal Care

Working/Functional Title

4-H Livestock & Veterinary Science Prog.

Position Summary

Michigan State University is the Pioneer Land Grant University and is an international leader in agricultural education. Michigan State University Extension is recognized for excellence in teaching and learning, with 4-H serving as the foundational youth development program of MSU Extension. This position is an integral part of the MSU Extension Children & Youth Institute, the Science work team, and holds a joint assignment in the Department of Animal Science. This individual is responsible for networking and collaborating with faculty in the Department of Animal Science, the College of Veterinary Medicine, and the Agriculture and Agribusiness Institute to help ensure programming is aligning with current research and educational efforts in the animal science, veterinary and animal agriculture areas.

The position will provide statewide leadership of the 4-H Livestock (beef, sheep, and swine) and Veterinary Science Programming areas within MSU Extension. The 4-H livestock and the veterinary science programs include animal care education, career awareness, work force preparation and leadership development related to agriculture and the animal sciences. The candidate will work with MSU Extension and MSU faculty and staff, 4-H volunteers, and stakeholders to develop, implement and evaluate programs that provide opportunities for youth to develop leadership potential, self-esteem, values, citizenship responsibility and productive capacity. The position is expected to foster relationships with the livestock and veterinary science industries, youth educators, and diverse communities throughout Michigan. Statewide travel and some regional and national travel is required.

Characteristic Duties/Responsibilities

- Develop, conduct and evaluate innovative educational programs that meet current and projected needs.
- Communicate and interact with community groups to evaluate the needs of the clientele.
- Serve as an information resource to clientele, partners and Extension staff.
• Collaborate with MSU Extension staff to conduct and evaluate programming efforts.

• In concert with the MSUE work team(s), work with federal, state and county agencies to complete needs assessment of the community and develop effective programming.

• Create and promote positive public relations for MSU Extension and the Children and Youth Institute.

• Author, produce and submit regular research-based educational articles.

• Develop and utilize appropriate media methods to communicate current and timely information, research results, and relevant industry updates, as well as a schedule of current and future activities.

• Actively participate in professional development opportunities.

• Gather and report programming outputs and impacts, to demonstrate program effectiveness and to guide future program priorities for MSUE, the Children and Youth Institute and the work group aligned with.

• Work to ensure that community needs assessments, program development, and recruitment efforts include the engagement of Michigan’s diverse residents across race, gender, socioeconomic class, disabilities and other differences.

• Understand and implements Civil Rights policies and procedures.

• Other duties or projects as assigned by the Institute Director.

**Required Degree**

Masters -Agricultural or Educational related

**Minimum Requirements**

• Master’s degree from an accredited institution in an agricultural or educational related field, by date of hire.

• Demonstrated ability and skill in educational program planning, implementation and evaluation.

• Ability to create and carryout a project plan from research of initial concept to project completion and follow-up.

• Experience with marketing/promotion of educational programs.

• Strong interpersonal, oral and written communication skills.

• Experience and proven ability working productively with a team.

• Self-motivated with the demonstrated ability to work independently in an office environment without daily supervision and/or coaching.

• Proficiency in use of technology (e.g. web research, Microsoft Word, Excel, PowerPoint, Outlook for mail/calendaring, distance technology, etc.) for day-to-day work and educational program delivery, record keeping, reporting, team-based communications and overall management.

• Demonstrated success in program development and delivery to diverse audiences/communities including but not limited to race, gender, socioeconomic class, disabilities and other differences.
• Proven ability in establishing and working with a diverse network of constituents and community members across race, gender, socioeconomic class, disabilities and other differences to assist with program development and outreach.

• Understanding of and ability to implement Civil Rights principles and compliance standards.

• Ability to lift and carry educational materials, equipment, etc. up to 25 lbs.

• Ability to travel on a regular basis within local and surrounding communities and occasional travel distance travel are required as a regular part of this position.

• Transportation is the responsibility of the employee.

• Other skills and/or physical abilities required to perform duties of the position.

Desired Qualifications

• 3-years’ experience in Extension program delivery or demonstrated ability and skill in educational program planning, implementation and evaluation (relevant experience acquired within the last 5-years preferred).

• Teaching and curriculum development experience.

• Experience in leadership of 4-H programs.

• Experience with teaching livestock related topics to youth.

• Experience in program management and evaluation.

• Experience in organizing volunteers.

• Livestock judging team experience.

Required Application Materials

Applicants are asked to submit a current resume/CV, cover letter and four (4) professional references.

Special Instructions

This is a full-time, fixed term end-dated appointment renewable annually based upon successful performance and continued funding.

Advertised: Oct 12, 2017 Eastern Daylight Time
Applications close: Nov 8, 2017 Eastern Standard Time

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