

**MSU EXTENSION
HEALTH AND NUTRITION
INSTITUTE****Position Information****Position Title**

Extension Educator

SalaryCommensurate with education
and experience**Benefits**Comprehensive benefits package:
<https://www.hr.msu.edu/benefits/index.html>**Location**

Saginaw County, MI

To Apply**Current MSU Employees:**Access the EBS portal. Under the
My Career and Training section,
select the Careers @ MSU tile to
view Internal Job Postings.**External Applicants:**Visit <http://careers.msu.edu>**Posting Number:**

565826

Application Deadline:

04/08/2019

Contact for Questionsmsue.hr@msu.edu**HNI Supervising & Staff Development Educator****Position Overview**

In collaboration with the Health and Nutrition Institute (HNI) Director and Associate Director, this position is responsible for providing leadership to MSU Extension Nutrition and Physical Activity (NPA) program and paraprofessional staff in counties within Districts 9 and 10, including Bay, Genesee, Midland, Saginaw, Shiawassee, Huron, Lapeer, Sanilac, St. Clair, and Tuscola, by providing coaching, training and technical support to staff in their programming efforts. This position is also responsible for the initial onboarding of new paraprofessional staff and continuing education and development for existing paraprofessional staff. As a supervisor and staff development educator, this position ensures that the needs and goals of the Health and Nutrition Institute and grantors are being met through support and management of the programming staff; works with staff, specialists, and District Directors to ensure that programming with individuals and community groups meets the needs of the clientele and is in alignment with funder and/or Institute expectations; guides staff as they implement and evaluate programming efforts; ensures dissemination of research-based curricula and information; and, serves as an informational resource for Extension personnel and clientele.

Qualifications**Minimum Qualifications (see full description for complete list of requirements)**

- Master's degree required. Candidates with a Bachelor's degree from an accredited institution in a field of study related to human resources/staff development and/or management, nutrition, or health promotion are invited to apply with the understanding that completion of a master's degree will be required within a specified time frame, in a related field, after employment.

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).

Application Process

To view the full position description and required qualifications, please visit the applicable Michigan State University careers page (internal candidate or external candidate) as noted under the To Apply section. **Search for posting number 565826 using the Job Search field.**

Applicants are asked to provide a current resume, cover letter and four (4) professional references including email addresses.

Application deadline is April 8, 2019.