

## **Director, MU Fire and Rescue Training Institute (Extension Specialist) - Columbia, MO**

Please apply at <https://hrs.missouri.edu/find-a-job/academic>

**Job ID: 33500**

The University of Missouri (MU) Office of Extension and Engagement's distinct land-grant mission is to improve lives, communities and economies by producing relevant, reliable and responsive educational strategies throughout Missouri. Our dedicated and knowledgeable faculty and staff collaborate with researchers and community leaders to develop and deliver programs that address needs of Missourians including: educational attainment; environmental concerns; community, economic, business and workforce development; global food systems; and health systems. For more information about MU Extension and Engagement, please visit <http://extension.missouri.edu>.

This Extension Specialist position is with the Fire and Rescue Training Institute (FRTI) University of Missouri Extension. FRTI provides comprehensive cognitive education and manipulative skills training throughout Missouri and the United States to volunteer and career firefighters, fire specialists, fire officers, members of industrial and institutional fire brigades; and members of allied emergency services organizations. For additional information about FRTI go to <https://extension2.missouri.edu/programs/mu-fire-and-rescue-training-institute/about-frti>.

### **ESSENTIAL DUTIES**

The Director of the Fire and Rescue Training Institute is responsible for the overall planning, development, and delivery of the University of Missouri Extension's fire and rescue training activities. The Director manages and coordinates the Institute's human, fiscal and physical resources in carrying out the programmatic objectives of Extension's training and education mission.

### **CHARACTERISTIC DUTIES**

Responsible for the operations of the Fire and Rescue Training Institute including the development of policies and procedures related to the planning, program development, coordination, budgeting and evaluation of fire and rescue training faculty and staff and education related activities.

Determine resource needs, generate or obtain necessary funding, and effectively utilize those resources. The director is responsible for increasing revenue for the institute.

Direct the review and evaluation of Institute programs and activities for efficiency of operation, consistency with approved policies and procedures, and effectiveness in meeting program goals. Direct the implementation of changes in operations, policy or program goals to correct deficiencies.

Coordinate Institute program activities with other University departments and with outside agencies. Serve as the University's principal liaison on fire related training and education matters with state, regional and national organizations, agencies, and entities.

Maintain a positive professional relationship with statewide, regional and local advisory groups and associations, Missouri fire departments and fire protection districts, county and local government agencies, industrial groups, educational organizations, national, regional and state professional organizations to achieve cooperation and assistance in meeting University and Institute program objectives, and to facilitate the exchange of information.

Participate in and contribute to state, regional, and national professional fire service organizations as appropriate.

Solicit, direct, plan and coordinate activities related to the acquisition of outside funding support for fire and rescue related training and education activities.

Administer the affairs of the Institute in accordance with good business practices and within the University's and Extension's policies and procedures. Maintain a positive work environment.

Analyze work requirements and determine appropriate staffing mix, equipment, facilities, and funding resources needed to accomplish objectives.

Maintain the quality and relevancy of programs, courses, conferences, workshops and seminars offered statewide.

Oversee and review the effective development and/or revision of curriculum. Maintain ACE certification where appropriate.

Prepare reports, summaries, and analyses as requested.

Perform other Extension and University duties as assigned.

Responsible for meeting University affirmative action plan goals established for the Institute.

Responsible for maintaining high ethical standards within the Institute.

Conduct all activities in accordance with the Civil Rights Acts, Title IX, Rehabilitation, Americans with Disabilities Act and local, state and region affirmative action plans.

As with all positions, involvement with other duties and responsibilities may be expected to support the mission and purpose of MU Extension.

#### **LEADERSHIP RECEIVED AND EXERCISED**

Administrative supervision is received from the Senior Director of the Center for Excellence in First Responder Education.

#### **CORE ATTRIBUTES FOR MU EXTENSION FACULTY AND STAFF**

Exhibit a high personal standard of excellence, be an effective team player, and demonstrate inclusivity, civility and respect for all.

Engage stakeholders and learners, maintain positive interpersonal relationships, and exhibit effective written and oral communication skills.

Operate with minimal guidance, and be a self-directed learner who is flexible and adaptable to changing environments.

#### **UNIVERSITY INFORMATION**

The University of Missouri, also known as Mizzou and MU, is the Flagship University of the four-campus University of Missouri system. It is the state's land-grant university and one of the most comprehensive universities in the United States. MU's broad undergraduate programs and its' graduate, professional and research programs attract annual enrollment of more than 30,000 students. MU is centrally located in Columbia, MO, which is consistently ranked as one of America's most livable cities. MU Extension and Engagement programs are located on all four campuses and in 114 counties and St. Louis city.

#### **QUALIFICATIONS**

Bachelor's degree in course of related study at time of appointment.

#### **Candidates will be evaluated on:**

Level of post grad education.

Five years of leadership experience with a state fire training program or equivalent experience.

## **Application Materials**

Complete the brief online Application and prepared to upload:

- Cover letter
- Resume/CV
- Copies of all academic transcripts, and
- a list of 3-5 references

## **Benefit Eligibility**

This position is eligible for University benefits. The University offers a comprehensive benefits package, including medical, dental and vision plans, retirement, and educational fee discounts. For additional information on University benefits, please visit the Faculty & Staff Benefits website at <http://www.umsystem.edu/totalrewards/benefits>

## **Diversity Commitment**

The University of Missouri is fully committed to achieving the goal of a diverse and inclusive academic community of faculty, staff and students. We seek individuals who are committed to this goal and our core campus values of respect, responsibility, discovery and excellence.

## **Equal Employment Opportunity**

Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, or any other status protected by applicable state or federal law. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations or the recruiting rights of military organizations associated with the Armed Forces or the Department of Homeland Security of the United States of America. For more information, call the Vice Chancellor of Human Resource Services/Affirmative Action officer at 573-882-4256. To request ADA accommodations, please call the Disability Inclusion and ADA Compliance Manager at 573-884-7278.

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