



Field Specialist in Regional Economic Development – Madison County, Missouri

Please apply at: <https://hr.missouri.edu/job-openings>

Job ID 45462

Job Description

LOCATION: Fredericktown, Missouri and primarily serves Madison, Iron, Wayne, Perry, Bollinger, and Cape Girardeau Counties in the Southeast Region, with additional service across the state as needed.

Specialist Emphasis

This position is responsible for planning, implementing, and evaluating regional economic development educational programs that support and complement existing economic development efforts in Missouri communities. These efforts may involve:

- Developing and distributing educational material on regional demographic and industry trends,
- Developing economic development guides and training on topics such as tourism, understanding your region's economic drivers, and strengthening community support of entrepreneurs,
- Conducting a facilitation program that brings regional and community partners together to target specific economic development actions,
- Offering technical assistance contracts, often in collaboration with other state specialists, that support efforts such as: business surveys, tourism assessments, labor shed analysis, etc.
- Connecting appropriate regional and state partners with a community when an economic development opportunity arises

Effective specialists will apply interdisciplinary knowledge related to general community, economic, business and workforce development needs in the counties served. Educational programs may consist of facilitated workshops, publishing guides or regional reports, technical assistance, and online programming that provide research-based material to local clients aligned with state specialists and Extension colleagues.

Effective specialists will work in close collaboration with their respective Regional Planning Commissions, state and local economic development departments, workforce boards, and other relevant organizations to leverage efforts and funding opportunities.

Extension faculty are 12-month, non-tenure track appointments to the promotable ranks of assistant, associate, or full Extension Professional. The rank at the time of appointment or promotion is consistent with the faculty's standards of achievement and experience. MU Extension faculty are commonly known as Specialists, with titles that indicate geographic focus and programmatic specialization.

Specialists provide educational opportunities that enable businesses, farms, families, and communities to strengthen the economy and enhance the quality of life. Additionally, specialists create partnerships with civic and business organizations, educational institutions, local leaders, and key stakeholders to

identify priorities, increase resources, and determine how research-based education can best meet the needs of residents.

As a Field Specialist, your workload distribution at appointment will be 90% Extension Teaching and 10% Traditional Service.

This appointment is renewable annually at the discretion of the University and workload distribution may change at the discretion of Extension leadership. Circumstances affecting continued employment include, but are not limited to, work performance, fund availability, and educational priorities.

CORE DUTIES OF EXTENSION FACULTY

The core duties of MU Extension faculty are to Educate, Create, and Connect. The emphasis on these duties and specific deliverables will vary for different appointments and evolve from year to year, the direction for which is developed in an annual plan of work for the program area and the individual.

- *Educate.* Extension Faculty deliver onsite Extension teaching and programming, online courses, continuing education, technical assistance, consultation, and other educational methods and interventions. The primary role of all Specialists around the state is to disseminate the knowledge generated by the University through educational programs and services to support the individual, organizational, and community goals of Missouri learners and clients.
- *Create.* Extension Faculty develop innovative and research-informed educational products, services, materials, and scholarly products, including curricula, publications, presentations, and other resources. Extension Faculty contribute to the scholarship of Extension and engagement and applied research to evaluate and improve how programs and services result in learning and behavior changes that positively impact individuals and communities.
- *Connect.* Extension Faculty engage with learners, communities, and stakeholders, including Extension Councils, government officials and agencies, partners, and University and professional organizations. Strong connections help generate revenue to sustain and grow valued programming through grants, contracts, fees, gifts, and partnerships. Extension faculty intentionally fosters diversity and inclusiveness by providing educational programs that connect to the varied needs of Missourians and their communities through market relations, including needs assessment, promotion, and feedback utilizing a variety of media and venues. Faculty will assist with recovery efforts during times of natural disasters.

Specialist Responsibilities

- Provide programming in all counties of responsibility, ensuring counties receive promotional materials in advance of programming.
- Responsibility will also include service on local boards where appropriate to program area
- Statutory Requirement.
 - Represent Extension on Soil and Water Board (Ag or county specialist)
 - Ex. Youth and family representative on county health coalition or similar board
 - Ex. Community Development economic development board or similar board
- Provide monthly report of impact for each county assigned
- Attend at least one monthly council meeting in coverage counties.
- Work in collaboration with other specialists in counties of responsibility to serve the needs of the headquartered county

- Assist to ensure administrative tasks are completed in the headquartered county and that there is sustained engagement with councils, commissions, legislators, and stakeholders with regular feedback regarding county programming needs to program and administrative leadership, as appropriate.

Professional Expectations

- All Extension Faculty, regardless of appointment category or type, are expected to demonstrate competency in Communication, Educational Programming and Knowledge of Subject Matter, Inclusivity, Information, and Education Delivery, Interpersonal Relations, Knowledge of Organization, Leadership, Organizational Management, and Professionalism.
- All Extension Faculty, regardless of appointment category or type, are expected to actively pursue resources to support local and organizational operations and programming through grants, contracts, gifts, fees, and partnerships.
- Off-campus faculty are crucial to the success of Extension through engagement with local and/or regional stakeholders to identify needs and then collaborate with appropriate faculty, both on and off-campus, to meet those needs. Off-campus faculty are expected to be involved in the development of applied studies and the subsequent delivery of those findings through, but not limited to, demonstration, field days, workshops, print, digital, and other electronic media as appropriate. The percentage of time spent on engagement and applied studies may differ between county engagement specialist appointments and field specialist appointments.
- Actively participate in professional development opportunities to continuously improve skills and increase research-based knowledge, including interdisciplinary teams, committees, and task forces. Work with faculty and staff located in county offices, across program disciplines and regions, with boards and organizations, and on other campuses throughout Missouri with a positive outlook, high personal standard of excellence, and passion for MU's mission, vision, and values Extension.
- Specialists travel throughout Missouri regularly, using their transportation, with occasional travel out of state. Extension Faculty must work effectively, flexibly, and independently, often with little guidance. Working evenings and weekends is often required to meet the needs of learners, clients, and stakeholders.
- Other duties and responsibilities as assigned to support the mission and purpose of MU Extension.
- Conduct all activities per the Civil Rights Acts, Title IX, Rehabilitation, Americans with Disabilities Act, and local, state and region affirmative action plans.

LEADERSHIP RECEIVED

Programmatic supervision is received from the Regional Economic Development Educational Director. Regional leadership is received from the Southeast Regional Director.

MU EXTENSION INFORMATION

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 the 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 <https://extension.missouri.edu/>.

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 comprehensive undergraduate programs and its graduate, professional, and research programs attract an annual enrollment of more than 30,000 students. MU is centrally located in Columbia, MO, 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

An earned master's or Ph.D. degree in economics, urban or regional planning, business, finance, economic development, sociology, public policy, or closely related field with appropriate coursework demonstrating knowledge of economic development strategies and data analysis skills at time of appointment.

Candidates must demonstrate they are authorized to work in the United States at time of hire. Sponsorship of U.S. temporary employment visas will not be offered for this position.

Candidates will be evaluated on:

Experience in the field of economic development, business, or financial analysis.

Demonstrated capability to translate research into educational programs in regional economic development for audiences of all age groups is critical.

The ability to exhibit effective and innovative teaching strategies that engage others, including strong listening and written and oral communication skills.

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

Application Materials

Complete the brief online application and be 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. EEO IS THE LAW

Field Specialist in Regional Economic Development – Madison County, Missouri

Please apply at <https://hr.missouri.edu/job-openings>

Job ID 45462