

Field Specialist in Agricultural Business - Knox County, MO**Job ID: 48350**Please apply at <https://hr.missouri.edu/job-openings>**Job Description****MU TITLE:** Assistant/Associate/Full Extension Professional**LOCATION:** Edina, Missouri. This position primarily serves Knox County and Mercer, Putnam, Schuyler, Scotland, Clark, Grundy, Sullivan, Adair, Lewis, Linn, Macon, and Shelby in the Northeast MU Extension Region, with additional service areas across the state as needed.

This position is responsible for planning, implementing, and evaluating educational programs that support agricultural and agribusiness development and expansion in ways that improve Missouriian's quality of life and enhance the economic viability of Missouri enterprises while protecting the environment and the state's natural resources. These efforts may involve:

- Assisting agricultural operators and agribusinesses with decision-making, financial management, taxes, and risk mitigation as they start, expand, or diversify their businesses,
- Assessing new business opportunities and emerging economic issues faced by producers, landowners, and businesses,
- Offering technical assistance contracts, often in collaboration with state specialists, that support efforts such as business plans, marketing plans, feasibility studies, surveys, etc., and
- Connecting appropriate regional and state partners with an agricultural business owner when an economic development opportunity arises.

Effective specialists will apply interdisciplinary knowledge and collaborate with respective regional producer groups, state and local agricultural support entities, and other relevant organizations to leverage efforts and funding opportunities.

This position is a 12-month, ranked, non-tenure track appointment at the rank of assistant, associate, or full Extension Professional. Rank will be determined at the time of the appointment based on qualifications and experience in accordance with the MU Extension faculty standards. This position will hold a working title of Field Specialist in Agricultural Business.

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 MU EXTENSION SPECIALISTS

MU Extension Specialists deliver the University of Missouri to all Missouriians. They serve all Missouriians by bringing research-based solutions to work on local problems. MU Extension Specialists teach new and foundational concepts, link people to resources, support partner organizations, participate in research, train volunteers, evaluate programs, foster innovation, and serve communities. MU Extension Specialists work as a team to expand educational attainment, foster economic development, and improve health outcomes. These core duties fall into three major areas:

Educate, Create, and Connect.

- *Educate.* MU Extension specialists design, conduct, and evaluate educational programs. MU Extension specialists teach research-based information via meetings, in-person, and online courses, continuing education classes, technical assistance, volunteer training, media, websites, consultation, and other educational methods. They provide inclusive educational programs that support the individual, organizational, and community goals of Missouri's diverse learners and clients.
- *Create.* MU Extension specialists develop innovative and research-informed educational products, services, materials, and other scholarly works. These include curricula, publications, presentations, educational tools, websites, and similar resources. MU Extension specialists obtain and use extramural funding to support creative works. MU Extension specialists contribute to the scholarship of Extension and Engagement by evaluating programs that result in learning and behavior changes that impact individuals and communities.
- *Connect.* MU Extension specialists engage with learners, stakeholders, volunteers, and communities, including county extension councils, government officials and agencies, partners, and University and professional organizations. MU Extension specialists listen and respond with care. MU Extension specialists intentionally foster diversity, equity, and inclusiveness via engaged partnerships and robust connections to the wide array of programs offered by the whole University of Missouri System.

Professional Expectations

- Engage with stakeholders in all coverage counties to identify educational needs and then collaborate with appropriate internal and external partners to meet programming needs, incorporating timely marketing strategies.
- Create an annual plan-of-work that reflects local needs and aligns with statewide program area efforts. Provide a monthly report to county extension councils, supervisors, county commissioners and others, regarding programmatic efforts. Attend at least one county extension council each month and provide an oral update on program efforts at that meeting.
- Collaborate with campus-based specialists on research projects and then deliver findings from those efforts via demonstrations, field days, courses, workshops, consultations, publications, and appropriate media.
- Effectively work with supervisors, other specialists, and local leaders to complete administrative tasks as needed to support county efforts.
- Demonstrate competency in communication, educational programming, subject matter knowledge, inclusivity, equity, educational delivery, volunteer management, grant acquisition, teamwork, interpersonal relations, organization knowledge, leadership, and professionalism.
- Offer timely, research-based information during times of natural disasters or similar events.
- Represent the University of Missouri on boards and committees as assigned.
- Participate in professional development events to improve both technical and leadership skills.
- Conduct all activities per the Civil Rights Acts, Title IX, Rehabilitation, Americans with Disabilities Act, and local, state, and regional affirmative action plans.
- Other duties and responsibilities as assigned to support the mission of MU Extension.

Additional Expectations

- MU Extension Specialists travel regularly throughout Missouri and occasionally to out-of-state locations. MU Extension requires specialists to have a valid Missouri driver's license, a legally operating vehicle, and wireless telephone/data service for university use. MU Extension specialists receive reimbursement for approved travel expenses, per University of Missouri policy.
- MU Extension programs often occur outside of normal business hours. MU Extension Specialists should expect to attend these events as needed to meet the needs of learners, clients, and stakeholders.

MU EXTENSION LEADERSHIP RECEIVED

The Senior Program Director for Agriculture and Environment provides overall programmatic leadership. Programmatic supervision comes from the Education Director for the Agricultural and Business Policy Program with administrative oversight from the Regional Director for the Northeast Region.

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 specialists and staff collaborate with researchers and community leaders to develop and deliver programs that address the needs of Missourians, including educational attainment, economic development, and healthy people. For more information about MU Extension and Engagement, please visit <https://extension2.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 one of the state's land-grant universities. MU's comprehensive undergraduate programs and its graduate, professional, and research programs attract an annual enrollment of more than 30,000 students. 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 other applicable terminal degrees MBA or Ph.D. in agricultural economics, agricultural business, agricultural marketing, business administration, business management or related field 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 working with diverse audiences.

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

For questions regarding the online application process contact MUHR@missouri.edu or call 573.882.7976. For technical problems with the online application process contact Helpdesk@missouri.edu or call 573.882.5000.

SALARY

Minimum starting salary of \$57,000.00, salary will be commensurate with qualifications and experience of the applicant.

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>

Values Commitment

We value the uniqueness of every individual and strive to ensure each person's success. Contributions from individuals with diverse backgrounds, experiences and perspectives promote intellectual pluralism and enable us to achieve the excellence that we seek in learning, research, and engagement. This commitment makes our university a better place to work, learn and innovate.

In your application materials, please discuss your experiences and expertise that support these values and enrich our missions of teaching, research, and engagement.

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 Director of Employee and Labor Relations at 573-882-7976.

To request ADA accommodations, please call the Director of Accessibility and ADA at 573-884-7278.

EEO IS THE LAW

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