



Field Specialist in Regional Economic Development – Madison County, MO

Job ID: 49187

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

Job Description

MU TITLE: Extension Specialist/Assistant/Associate/Full Extension Professional

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 MU EXTENSION SPECIALISTS

MU Extension Specialists deliver the University of Missouri to all Missourians. They serve all Missourians 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 for assigned county extension councils, supervisors, county commissioners and others, regarding programmatic efforts. Attend at least one county extension council meeting each month and provide a program review with feedback and analysis for the respective coverage area.
- 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 unexpected catastrophic events.
- Represent the University of Missouri on boards and committees for assigned program area.
- 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 Business & Community provides overall programmatic leadership. Programmatic supervision comes from the Regional Economic Development Educational Director and administrative oversight 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 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

PhD or master's degree (ranked NTT appointment – Assistant Extension Professional title), bachelor's degree (non-ranked academic appointment - Extension Specialist title) in one or more of the following areas: economics, urban or regional planning, business, finance, economic development, sociology, public policy, or closely related field at time of appointment.

Employment of a candidate with a bachelor's degree will be as an extension specialist with the working title of field specialist. Faculty hired as an extension specialist will have the expectations of completing a master's degree in an approved subject matter area. The faculty member will remain an extension specialist until completion of the approved master's degree, or if he or she has a master's degree, has completed the agreed upon coursework.

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

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 \$47,000.00, 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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