

Regional Extension & Engagement Specialist

Please apply at [Job ID: 49290](#)

Job Description

MU TITLE: Assistant/Associate/Full Extension Professional

LOCATION: Primarily serves the counties of Daviess, DeKalb, Gentry, Grundy, Harrison, Mercer, and Worth in Northwest Region. Location determined within assigned counties.

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. University of Missouri is 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. 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 <https://extension2.missouri.edu/>.

Extension faculty are 12-month, non-tenure track appointments to the promotable ranks of assistant, associate, or full Extension Professional. MU Extension faculty are commonly known as Specialists, with titles indicating geographic focus and programmatic specialization. Specialists coordinate educational opportunities that enable businesses, farms, families, and communities to strengthen the economy and enhance 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.

Essentials Duties

Administrative Leadership 90%

- Collaborate with the Regional Director to develop a plan for the region, to engage county extension councils and support them in fulfillment of their statutory responsibilities.
- Collaborate with County Extension Councils in navigating their statutory responsibilities and requirements.
- Collaborate with the County Extension Councils to share in the oversight of office staff and provide support in implementing best practices for managing operations, finance, and human resources including standard and ad hoc reporting as needed and/or required.
- Attending a sufficient number of council meetings in assigned counties to support councils in conducting effective and efficient meetings and following up on action items as appropriate.
- Engage communities, and stakeholders including County Extension Councils, elected officials and agencies, partners, and with university and professional organizations.
- Assist Field Specialists in connecting with stakeholders and partners to expand programming opportunities and impact.
- Serve as a resource for county extension offices who have questions about operations and functions.

- Serve as a liaison between the local extension office and the University.
- Connect with county commissions and legislators to increase their understanding of the value of University of Missouri Extension programs.
- Attend Regional Advisory Council meetings and communicate information to County Extension Councils.

Training 10%

- Collaborate with other Extension & Engagement Specialists and Regional Directors to develop and revise council and engagement training resources.
- Provide new council orientation and further training as needed to assist council members in understanding their roles and responsibilities.
- Work with extension faculty and staff to ensure appropriate programming is provided in each county.
- Provide training and better understanding to county commissions and legislators concerning the role and responsibilities of the local County Extension Council, MU Extension and the University of Missouri.

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 both 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.
- 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 other campuses throughout Missouri with a positive outlook, high personal standard of excellence, and passion for the mission, vision, and values of MU Extension.
- Specialists travel throughout Missouri regularly, using their own transportation, with occasional travel out of state. Extension Faculty must work effectively, flexibly, and independently, often with little guidance. Working evenings and weekends may be 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 in accordance with 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 Director.

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 and 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 degree or above 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:

- Successful experiences in coalition and partnership building, community and organizational facilitation, community planning, non-profit management, community economic development, local government, community, and economic data analysis, working with volunteers, leadership development and/or conflict resolution.
- Experience with community engagement, regional development or demonstrated knowledge of community processes, community economics and or organizational dynamics or related community experience.
- Demonstrated effective and innovative teaching strategies that engage others, including strong listening, written, and oral communication skills.

Application Materials

Complete the brief online application and be prepared to upload:

- Cover Letter
- Resume/CV
- Copies of all unofficial 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 \$65,000.00, 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

The University of Missouri System is an Equal Opportunity Employer. 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, or protected veteran status, or any other status protected by applicable state or federal law. This policy applies to all employment decisions including, but not limited to, recruiting, hiring, training, promotions, pay practices, benefits, disciplinary actions, and terminations. For more information, visit <https://www.umsystem.edu/ums/hr/eo>.

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