



Field Specialist in Business Development - Phelps County, MO

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

Job ID: 50425

Job Description

MU TITLE: Assistant/Associate/Full Extension Professional

LOCATION: Rolla, Missouri and primarily serves Phelps County along with the counties within the I-44 Corridor in the East Central Region, with additional service across the state as needed.

Specialist Emphasis

Field Specialists with the MU Extension Business Development Programs (BDP) transform Missouri business and industry through education, technical service, and collaboration by working with small to medium size companies to improve bottom-line performance. As a Field Specialist you will plan, implement, and evaluate business programs and services utilizing research-based knowledge in business growth, strategic planning, technology development, government contracting, marketing, management, finance, capital formation, operations, human resources, business start-up and business growth/sustainability, as well as other timely business-related topics to assist existing and new entrepreneurs.

This position primarily serves as a business educator and high growth company specialist for traditional and technology-based programming for Stage II companies across the state, with emphasis in finance, management, marketing, commercialization, product development and growth management.

Program specialization: The Business Development Specialist is responsible for providing:

- Business coaching primarily to existing and second-stage business to grow and operate businesses ventures that result in economic and societal outcomes.
- Collaborate with MU Extension BDP partners, local, regional, and statewide partners to promote and provide services of the Missouri SBDC on topics and tools relevant to Second Stage Businesses.
- Serve as the Missouri SBDC ELEVATE Program Director: Actively travel, prospect and recruit medium-sized business throughout Missouri to participate in the ELEVATE program.
- Implement the Missouri SBDC Business Growth Services program ELEVATE in conjunction with the Edward Lowe Foundation.
- Develop and provide high-quality educational programs that are consistent with the MU Extension mission, are research- and evidence-based, and result in learning and behavior changes that positively impact the economy and society.

- Foster diversity and inclusiveness by providing educational programs that are representative of diversity in the assigned counties.

MU Extension Business Development program is an important component of the state's economic development strategy and the University of Missouri's economic development mission through providing education and assistance to businesses throughout Missouri. For more information about extension's business programs visit <https://extension.missouri.edu/find-your-interest/business-and-community/business-development>

Field Specialist are Extension faculty positions on a 12-month, non-tenure track appointments to the promotable ranks of assistant, associate, or full Extension Professional. Rank will be determined at the time of 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 Business Development.

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.
- Knowledge of Second Stage Businesses: (10 to 99 Employees and >\$750,000 in revenues) their characteristics, needs, and the necessary skills to find, connect with, and communicate with these business owners.
- Collaborate with MU Extension field staff and BDP staff on topics and tools relevant to Second Stage Businesses and the necessary skills to find, connect with, and communicate with businesses who need assistance. Knowledge of Baldrige Criteria for Performance Excellence, Economic Gardening, and in-depth analysis of existing businesses is key.
- Research and develop programs related to the needs of Second Stage businesses for deployment across the statewide BDP network.

- Travel within the state as needed to recruit and counsel second stage businesses to participate in the Missouri SBDC ELEVATE program.
- 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 is received from the Business Development Program Educational Director and administrative oversight from the Regional Director for East Central 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 degree 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:

Degree in business, entrepreneurship, finance, business management, marketing, communication, or related area with appropriate coursework.

Years experience in business management, marketing, or finance.

Experience in operating and managing a business, providing consulting, and/or owning a business, sales, banking and/or lending experience. A knowledge of financial analysis and comparisons and the ability to communicate those reports is desired as well as an overall general knowledge of the business cycle.

An understanding of and the ability to explore the financial implications of business decisions on a company's cash flow.

An understanding of the requirements and processes related to owning/managing a business.

Effective and innovative teaching strategies that engage others, including strong listening, written, and oral communication skills. Must be able to integrate new and emerging technology into teaching strategies. Experience in designing, conducting, and evaluating educational programs, and applying research-based knowledge in subject matter areas related to community cooperation and collaboration, capacity assessment and action planning, needs assessment, citizen participation, leadership, resource management, and volunteerism is desired.

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 \$60,000.00, 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/eeo> or 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.

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