



Classification: Extension Educator
Working Title: Community Economics and Tourism Educator
Program Area: Community Vitality / Community Economics / Tourism Center
Location: Brainerd Regional Center
Review will begin September 23, 2019; open until filled

ABOUT THIS POSITION

This position is a joint position of Community Economics and the Tourism Center within the Center for Community Vitality. The educator will report to the Community Economics Program Leader as the principal administrative lead who will coordinate with the Tourism Center Director on work assignments and evaluation. The educator will collaborate with Extension educators and regional directors located across the state to fulfill Extension's mission. A major statewide focus of the educator will be the tourism industry as part of community economic development.

Extension educators meet program area outcome and impact goals through education, outreach, and applied scholarship and by leveraging University of Minnesota resources for and with communities. As scholar/practitioners, they create and use applied research to help communities make decisions that strengthen the vitality of their local economies. Educators design, develop, deliver, teach and evaluate tourism-focused programs and applied research based on the needs of stakeholders.

Examples of current (but not all) programs in Community Economics include (1) Making It Home, (2) Retail Trade Analysis and (3) Business Succession. Examples of current (but not all) programs in the Tourism Center include (1) At Your Service: Working with Multicultural Customers and (2) tourism development including the Tourism Assessment Program. For information about specific Extension programs and initiatives, go to <https://extension.umn.edu/community-development>.

REQUIRED QUALIFICATIONS

Education:

- A Master's degree at time of appointment.
- Formal education should include significant coursework in community development, tourism or hospitality, economic development, business, adult education, or a closely related field.

Experience:

- Minimum of two years of related post-Bachelors-degree professional experience related to the broad goals of this position. Relevant settings for this experience could include state, regional or local government or development agencies, tourism or hospitality organizations and businesses, Extension, higher education or interest-based organizations and/or foundations.
- Professional experience in establishing and maintaining effective working relationships with colleagues, partners and stakeholders.

Skills/Abilities:

- Excellent written and oral communication skills in English
- Evidence of effective public presentations to community groups
- Demonstrated ability to design, develop, deliver and evaluate research-based educational programs for adults based on adult learning principles/andragogy
- Experience with Microsoft Office programs including Word, Excel and PowerPoint; evidence of using technology for communication, information finding, program delivery and reporting
- Commitment to professional development

PREFERRED QUALIFICATIONS

- Multiple years of related professional experience post-Bachelors-degree
- Ability to seek out, analyze, and communicate new information, data, and approaches that would be of use to community and economic development decision makers.
- Experience with online teaching methods including Canvas or similar platforms
- Experience working with diverse audiences, organizations and communities
- Demonstrated experience in group leadership and facilitation skills
- Fluency at a basic, intermediate or advanced level in a language other than English such as Spanish, Somali, Hmong, or other language commonly spoken in Minnesota.
- Ability to implement and meet administrative responsibilities necessary for effective project, budget, grants and program management and implementation

RESPONSIBILITIES AND PERFORMANCE EXPECTATIONS

Within the context of meeting Extension and Community Vitality missions and alignment with program frameworks and team priorities, the CE/TC Educator will:

Deliver Educational Programming

- In collaboration with both CE and TC program teams design, develop, market, deliver, and evaluate educational programs based on scholarly theory/research and appropriate to the intended audience.
- Assume program leadership for one or more programs as determined by the Tourism Center Director in collaboration with the Community Economics Program Leader
- Ensure that Extension programs, facilities and committees are accessible to new, diverse and historically underserved audiences
- Contribute to the success of program teams through effective teamwork and collaboration

Enhance Scholarship

- Use and conduct scholarly/scientific applied research in community economics and tourism as a scholar practitioner
- Continue professional development in scholarship/research and program development, and delivery via conferences, workshops, self-directed study, or graduate work

Conduct Outreach

- Develop and maintain effective local, regional, university and state partnerships that further the development and delivery of Extension educational programs.
- Represent Extension through service on University, community and/or state boards as appropriate for the position and the work.

Administer Programs and Staff Development

- Manage program support functions such as contract/fiscal management, marketing, public relations, and data management in collaboration with the Community Economics Program Leader and Tourism Center Director.
- Generate funds and resources to support educational programs and applied research through fee for service, third party reimbursement, and grants.
- Collaborate with the Community Economics Program Leader and Tourism Center Director to establish, evaluate and report on annual work goals, activities, impacts and outcomes that align with Center for Community Vitality area priorities and demonstrate progress on criteria associated with promotion in Extension academic rank.
- Use appropriate technology to accomplish work plan goals
- Foster and contribute to a positive work climate
- Actively participate in staff development activities, meetings, calls, and conferences
- Manage professional performance systems, including annual performance review, professional plans of work and promotion
- Make contributions based to the six promotion criteria: program leadership, extension teaching, scholarship, engagement, program management and service

BENEFITS/APPOINTMENT

- The Extension Educator position has an annual University academic professional appointment with Extension academic rank as Assistant Extension Educator, job code 9623. Rank is assigned at hire contingent on education and professional experience and accomplishments. Successful advancement in rank is expected and contingent on accomplishments as an Extension Educator as governed by Extension's promotion system policies and procedures
- The appointment is reviewed for renewal annually, with continuation dependent on performance, results, availability of funds, and program needs
- University of Minnesota appointment and benefits, including health and life insurance. Benefits are listed on the University of Minnesota Human Resources web page: www.umn.edu/ohr/eb
- Salary commensurate with education and experience

TRAVEL

- This position requires travel within the state and occasional work evenings and/or weekends. This person must provide his or her own means of transportation, driver's license and legally required vehicle insurance.

- This person must have access to use of a cell phone for work purposes and the phone number will be published in the Extension directory
- Travel reimbursement will be made in accordance with University policy

ABOUT EXTENSION

The University of Minnesota Extension is a major outreach arm of the University of Minnesota, a land grant institution with a mission to serve the public through applied research and education. The mission of the Extension is: *Making a difference by connecting community needs and University resources to address critical issues in Minnesota.* More information is available at <http://extension.umn.edu>.

ABOUT THE CENTER FOR COMMUNITY VITALITY

As one of four Extension centers, the Center for Community Vitality includes faculty, educators and staff specializing in Community Economics, Tourism and Leadership and Civic Engagement. Center for Community Vitality programs foster effective community decision-making and strengthen collaboration and leadership for the common good. The short mission statement is “Helping communities choose and create their desired future.”

The Community Economics (CE) team works with Minnesota communities as they develop their economic strategy, offering education, research, analysis and advice. With solid research and informed action, communities can chart courses that are realistic, well-informed, and supported by the community.

The Tourism Center (TC) delivers applied research and education to help communities enhance tourism efforts to diversify a local economy, strengthen capacity and make tourism more successful.

Leadership and Civic Engagement programs and applied research help communities strengthen social capital, develop and strengthen capacity for local leadership, civic engagement and productive public discussion, collaboration and decision making related to the public good.

TO APPLY:

Please apply online via the Employment System at <http://www1.umn.edu/ohr/employment/index.html>
Search for Job Opening ID 332499

PLEASE ATTACH

Cover letter summarizing your strengths you will bring to this job.

Resume/Vitae

Names and contact information for three related professional references, transcripts for all college work (unofficial transcripts are acceptable at the application stage) will be required during the interview process.

If you have questions about applying online please contact:

Tiffany McMillan, Extension Human Resources, tiffmcm@umn.edu

For more information about this position contact either Bruce Schwartau, Program Leader, Community Economics, Center for Community Vitality, Rochester office telephone: 507-536-6308; email: bwschwar@umn.edu or Cynthia Messer, Director, Tourism Center, Center for Community Vitality, 612-624-6236, cmesser@umn.edu.

Any offer of employment is contingent on the successful completion of a background check.

