



Classification: Extension Educator
Working Title: Community Economics Educator
Program Area: Community Vitality (CV)/Community Economics (CE)
Location: Rochester MN
Review will begin: August 25, 2016; open until filled

About Extension and the Center for Community Vitality

ABOUT EXTENSION

The University of Minnesota Extension is a major outreach arm of the University of Minnesota, a land grant institution. The mission of the University of Minnesota Extension is: *Making a difference by connecting community needs and University resources to address critical issues in Minnesota.*

ABOUT COMMUNITY VITALITY

As one of four Extension centers, the Center for Community Vitality makes a difference by engaging Minnesotans to strengthen the social, civic, economic, and technological capacity of their communities. Faculty and staff of the center specialize in, Community Economics (CE), Leadership and Civic Engagement (LCE) and Tourism. LCE 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. The Tourism Center helps communities understand whether tourism could diversify a local economy and offers programs that help make tourism more successful.

Extension's 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. As a result of educators' consultation with regions and communities, they often tailor their approach to address local concerns

LOCATION OF POSITION

This Community Economics Extension Educator will be based in the Rochester Regional Extension office and will primarily serve a region of 12 counties in southeastern Minnesota: Wabasha, Winona, Olmsted, Dodge, Steele, Waseca, Martin, Faribault, Freeborn, Mower, Fillmore and Houston. The educator also serves as a member of a statewide program team that serves other regions and the entire state of Minnesota. Clerical, technology and other support will be provided by support staff in the regional Extension office, under the supervision of the office's Regional Director, and/or state-wide support staff.

Rochester is the county seat of Olmsted County and is the third-largest city in Minnesota. The city has been frequently recognized by Money Magazine since the 1980's as one of the best places to live in the United States ranging from the best overall to the best in the Midwest. According to the United States Census Bureau the estimated population in 2014 was 111,007. It is located about 75 miles south of Minneapolis/St. Paul area, 65 miles northeast of Albert Lea, and 55 miles west of Winona. In 2013, state officials determined there was compelling interest to authorize public investments in Rochester to help support Mayo Clinic in Rochester as a global medical destination center. These leaders are working together to develop Destination Medical Center (DMC) and create in statute the financing tools and public governance structure necessary to carry out the global destination vision.

ABOUT THIS POSITION

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. Community economics educators create and use applied research to help communities make decisions that strengthen the vitality of their local economies.

As a scholar-practitioner, the educator is responsible for program development, delivery and evaluation; attention to diversity; use of scholarly/scientific research; contracting and establishing effective partnerships; utilizing technology and continuing their professional development. Primary partners who sponsor and support Extension's community economics programs in communities include business and economic development professionals and organizations, local governments, chambers of commerce, and tourism organizations.

Community economics programs offer educational opportunities and assistance for communities in the following areas:

- Business Retention and Expansion, including research, prioritization, and implementation.

- Retail Analysis and Development, including retail trade analysis, market area profiles, and e-marketing.
- Economic Impact Analysis to help decision-makers respond to changes in economies.
- Tourism, including tourism assessment initiatives, festivals and event management, and customer service training for working with multicultural audiences.

For information about any of the Extension programs and initiatives mentioned above, go to www.extension.umn.edu/community/

The educator reports to the Program Leader for Community Economics (CE) and will collaborate with other educator colleagues and Extension's SE Regional Directors.

RESPONSIBILITIES AND PERFORMANCE EXPECTATIONS

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

Deliver Educational Programming:

- Design, deliver, market and evaluate educational and developmental programs based in scholarly/scientific theory and research appropriate for the audience.
- Design, adapt and deliver programs that address local and/or regional needs, including those for new, diverse and historically underserved audiences.
- Use technology to communicate, locate information, design and deliver, evaluate, and report programs.
- Ensure that Extension programs, facilities and committees are accessible to new, diverse and historically underserved audiences.
- Assume program leadership, education and management roles as designated and appropriate.

Enhance Scholarship:

- Use and conduct scholarly/scientific research in the community economics area of expertise as a scholar practitioner.
- Continue professional development in scholarship/research and program development, and delivery via conferences, additional graduate work, self-directed study, and other appropriate means of maintaining a high level of expertise.

Conduct Outreach:

- Develop and maintain effective local, regional, university and state partnerships that further the development and delivery of Extension educational programs.
- Foster and contribute to a positive work climate and effective teamwork and collaboration with Leadership and Civic Engagement (LCE) and Center colleagues, regional office colleagues, advisory groups, audiences and partnerships.
- Represent Extension through service on county, community, regional and/or professional boards. This will also include service to civic groups, joint Extension-agency project committees and other committees and task forces. All of these opportunities are expected to be congruent with area of expertise and professional goals.

Administer Programs and Staff Development:

- Assume program support functions as needed such as contract and/or fiscal management, data-management, public relations and marketing with Center leaders and Regional Directors.
- Secure funds and resources to support educational programs through fee for service, third party reimbursement, grants, and other means as outlined in the Community Economic program business plans.
- Actively participate in staff development and program team activities within the Community Economics program area, the Center for Community Vitality and Extension.
- Collaborate with the Program Leader to establish, evaluate and report on annual work goals, activities, impacts and outcomes that align with program area priorities and demonstrate progress on criteria associated with promotion in Extension academic rank.
- Manage professional performance systems, including annual performance review, professional plans of work and promotion.
- Make contributions to the six promotion criteria, program leadership, extension teaching, scholarship, engagement, program management and service.

REQUIRED QUALIFICATIONS

Education:

- Master's degree at time of appointment. Formal education should include significant coursework in applied, community or regional economics; business; public policy; planning and/or administration; economics; community development; sociology; geography; and/or a closely related field

Experience:

- No less than one (1) years of related professional experience post-bachelor's degree. Relevant settings for this experience might come from higher education, adult education, Extension, state/regional/local government or development agencies, community or interest-based organizations and/or foundations.
- Work experience and/or academic background in community development, economic development, civic engagement, facilitation, data analysis, program leadership or related area.
- Professional experience in establishing and maintaining effective working relationships with colleagues, partners and stakeholders.

Skills/Abilities:

- Skills and ability to utilize economic development research in educational program design, delivery and evaluation.
- Excellent written and oral communication skills in English.
- Knowledge, skills and the ability to engage in research sponsored by an academic unit and informed scholars in related fields.
- Evidence of ability to use technology for communication, information gathering, program delivery and reporting.

PREFERRED QUALIFICATIONS

- Multiple years of related professional experience post-bachelor's degree. Relevant settings for this experience might come from higher education, adult education, Extension, state/regional/local government or development agencies, community or interest-based organizations and/or foundations.
- Demonstrated success in working with individuals, organizations and communities, especially in Greater Minnesota and with a variety of cultural, ethnic, language and/or literacy backgrounds.
- Experience in the development of curriculum or adult education materials, adult pedagogy, popular education or similar areas in an adult, non-credit educational environment.
- Knowledge and experience in the use of Web 2.0 and other internet technologies as related to community economics or development to achieve educational goals and community impacts. For instance, developing and sharing educational videos, marketing events via social media, creating interactive databases, soliciting consumer input via web surveys, or connecting stakeholders with social media tools, etc.
- A successful record of applying, conducting, and initiating research to inform community challenges and opportunities.
- Demonstrated intermediate skills in statistical analysis.

- Commitment to professional development.
- Fluency at a basic, intermediate or advanced level in a language other than English.
- Ability to implement and meet administrative responsibilities necessary for effective project, budget, grants and program management and implementation.
- Ability to seek out, analyze, and communicate new information, data, and approaches that would be of use to community and economic development decision makers.

BENEFITS/APPOINTMENT

- The Extension Educator position has an annual University academic professional appointment and Extension academic rank. Rank is assigned at hire contingent on education and professional experience and accomplishments.
- The appointment is reviewed for renewal annually, with continuation dependent on performance, results, availability of funds, and program needs.
- The position carries Extension academic rank. Successful advancement in rank is expected and contingent on accomplishments as an Extension Educator as governed by Extension's promotion system policies and procedures.
- 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.
- Reimbursement for travel and subsistence is available in accordance with University policy. Successful applicant must provide their own means of transportation, maintain their driver's license and carry legally required vehicle insurance.
- Successful applicant must provide their own cell phone.
- Salary commensurate with education and experience.

TRAVEL

This position requires travel within the state and occasional work evenings and/or weekends. Successful applicant must provide his or her own means of transportation, maintain their driver's license, carry legally required vehicle insurance and have access to use of a cell phone.

TO APPLY:

Please apply online via the Employment System at
<http://www1.umn.edu/ohr/employment/index.html>

PLEASE ATTACH

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

Resume/Vitae

Transcripts for all college work (unofficial transcripts are acceptable at the application stage). To submit transcripts online, attach them to the "additional document" section of the "Optional Documents".

Names and contact information for three related professional references. To submit list of professional references online, attach them to the "references" section of the "Required Documents".

If your unofficial transcripts cannot be submitted online, send them to the address below. If you have questions about applying online please contact:

Naaz Babvani

Extension Human Resources

260 Coffey Hall, 1420 Eckles Avenue

St. Paul, MN 55108

babva001@umn.edu

Telephone: 612-624-3717

Fax: 612-624-7749

For more information about this position contact: Bruce Schwartau, Program Leader, Community Economics, Center for Community Vitality, Rochester office telephone: 507-536-6308; email: bwschwar@umn.edu; Any offer of employment is contingent on the successful completion of a background check.

