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 **West Virginia State University Research and Development Corporation**

 **Institute, WV 25112**

**Job Title:** Extension Agent Conservation Curriculum

**Department:** Extension Agriculture and Natural Resources

**Reports To:** Assistant Program Director ANR

**FLSA Status:** Non**-**Exempt

# Job Summary

The half-time (50%) Extension Agent, Conservation Curriculum is responsible for organizing an Advisory Panel and assist in planning, developing and assessment of curricula and non-traditional educational programming of particular interest to Natural Resource Conservation Service (NRCS) opportunities and alternative agriculture. This position is funded by the NRCS Conservation Training and Certificate Program.

Working with the assistant Program Director and/or the Principal Investigator, the agent will be responsible for managing the development of a certificate training program pertinent to NRCS programming and small, disadvantaged, military and veteran farmers. The Agent will assist in the recruitment of an Advisory Panel, organize meetings and assist the Program Director with setting agendas and benchmarks. The agent will be required to research educational requirements set forth by the North Central Association of Colleges and Schools and the West Virginia Higher Learning Commission requirements in order to work towards curricula that are credit worthy. As an Extension employee, the Agent must be willing to continue professional development applicable to the program efforts. The agent is expected to perform other tasks that may be assigned by supervisor(s) and work cooperatively with stakeholders and other Extension faculty at the county, regional, and state levels.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Program Development, Reporting and Fiscal Management

Educational Program Development/Delivery

Program Participant Recruitment

Administration

Technical Assistance and Other Duties as Required

Program Development, Reporting and Fiscal Management

* Work with PI(s) and Agents to develop branded curricula and workshops specifically identifiable as part of the NRCS program agreement.
* Create monthly and annual reports for the Grant PI, Assistant Program Director ANR and administrators of WVSU and the WVSU Research and Development Corporation.

Educational Program Development and Delivery

* Coordinate educational programming and work with Agents on delivery methods.
* Assist in the development of on-line and hybrid learning opportunities.
* Develop community-based events, workshops and training experiences.
* Collaborate with local, state, and national educational outreach programs to enhance educational workshops and outreach activities.
* Create curricula appropriate for WVSUES/NRCS programming

Administration

* Assist to recruit and manage the Advisory Board for NRCS curriculum development
* Assist the PI in management of Advisory Board meeting and tasks
* Attend Monthly ANR Team Meetings and Bi-Monthly NRCS Team Meetings

Technical Assistance

* Provide training for Agents on the use and management of on-line educational media.

Other Duties as Assigned

* Conduct activities to foster a positive public image of West Virginia State University Extension and West Virginia State University, an 1890 Land-Grant Institution
* Represent West Virginia State University Extension with appropriate individuals, agencies, and organizations on a state, regional, national, and international basis
* Work collaboratively with other Extension Agents and staff to create and deliver interdisciplinary programs with West Virginia University Extension Service and other university partners as well as external agency and organizational partners
* Create and deliver professional presentations that highlight ANR work at WVSU and assist with delivery at conferences
* Other duties may be assigned.

**Supervisory Responsibilities**

Responsibilities of the position include: management of project team partners to achieve designated benchmarks; recruit, interview, and retain community volunteers; appraising performance, rewarding and disciplining volunteers; addressing complaints and resolving problems.

# Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The individual must be experienced in communicating with farmers, stakeholders and agency partners and be able to work independently - often in the field and with minimal supervision. The positon requires adherence to standards and guidelines set forth by WVSUES, WVSU R&D Corporation as well as federal guidelines pursuant to the various granting agencies. The individual must exhibit a willingness to work collaboratively and have capacity for flexibility.

# Education and/or Experience

A Bachelor's degree is required, Masters preferred in one of the following fields: agriculture and natural resources, nutrition, family and consumer sciences, biological or social sciences and education. The successful candidate will have strong written and oral communication skills and experience in working with diverse clientele and organizations. Experience in curriculum development and delivery.

# Computer Skills

To perform this job successfully, an individual should have knowledge of database software, Internet software, word processing software as well as experience with Blackboard and/or Moodle.

**Licenses and Certifications**

The Agent must have or be able to acquire a valid Driver’s License.

# Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, sit and talk or hear. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee is occasionally required to stand, walk and reach with hands and arms. The employee must frequently lift and/or move up to 50 pounds. The employee is expected to work both inside and outside in a variety of temperature and weather conditions.

# Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Travel**

Travel state-wide but may also include various portions of the United States based on attendance requirements for training and/or reporting for grant purposes.

**Position Type and Expected Hours of Work**

This is a part-time 50% grant-funded position. Length of employment will depend upon available funding. Days and hours of work are Monday through Friday, 8:30 AM to 5 PM. Summer Schedule is Monday through Friday 8:00 AM to 4:00 PM. Flexible hours, including evenings, weekends and occasional overnights are required due to the nature of work performed.

**Other Duties**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Work Authorization/Security Clearance**

This position is designated as security-sensitive. Before an offer of employment is made, a pre-employment background investigation will be completed, which may include a background check of criminal, educational, DMV and prior employment history.

**AAP/EEO Statement**

**Reasonable accommodations will be made to provide this content into reasonable alternate accessible formats upon request. Please contact our offices at (304) 766-5224 or** **Justin.Cherry@wvstateu.edu****.**

 **West Virginia State University Research and Development Corporation is an Equal Opportunity/Affirmative Action institution that does not discriminate on the basis of race, color, religion, sex, national origin, disability or veteran status in any of its programs or activities.**

Closing Date**: October 4, 2019**

Please send cover letter, resume, unofficial transcript, and recent letters of recommendation from three professional references with contact information to:

Search Committee Chair, Extension Agent Conservation Curriculum West Virginia State University Research and Development Corporation POB 1000, 201 ACEOP Administration Building,

Institute, WV 25112.

**PREFERRED: Information accepted as e-mailed in Word or PDF format to**

rdemployment@wvstateu.edu