



Job Title: Extension Educator, Agribusiness
Department/Office: WVSU Extension Service
Reports To: Program Leader, CVED
FLSA Status: Exempt

Summary

The Extension Educator for Agribusiness is a professional educator who will oversee projects / activities related to entrepreneurial /small business development throughout the service area of West Virginia State University Extension Service. This work includes, but is not limited to, educational, training and coaching for businesses and entrepreneurs related to agriculture, creative economy, tourism development, and general small business retention and development. The position will oversee WVSU's "Opening Soon" program.

The Extension Educator will work collaboratively with a team of Extension and Research professionals, University faculty, economic development leaders, and Agribusiness Innovation Center partners to provide dynamic program leadership for their program area. The Extension Educator must maintain professional competence through study, participation in professional development activities and the application of knowledge and skills on the job. Additionally, Extension Educators are expected to always adhere to high ethical and professional standards.

This position is employed by the West Virginia State University Research and Development Corporation.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific Duties and Responsibilities:

- Develop educational programs for businesses and entrepreneurs related to agriculture, creative economy, tourism development, and general small business retention and development
- Provide leadership for the WVSU extension "Opening Soon" program

- Facilitate and/or directly deliver training on relevant topics such as agribusiness, creative economy, tourism and small business retention and development
- Organize and facilitate round-table discussions, conferences, workshops, meetings, etc. related to strategic initiative or other identified community needs topics
- Provide entrepreneurial development services and small business consulting to local businesses as appropriate
- Determine marketing/promotional needs for projects with WVSU R&D Communications and Marketing staff and others to provide assistance on the coordination of advertising / promotion campaigns
- Oversee all project related budgets and contracts to ensure compliance with purchasing protocols and provide ongoing budget status reports
- Provide regular status reports to any funding agencies and to the CVED Program Leader.
- Liaison with program partners including the HBCU ABIC steering committee and respective state and federal agencies, providing regular reports
- Provide representation on state, national and regional committees for topical areas
- Other duties as assigned by CVED Program Leader.

Required Skills, Traits, and Competencies

- Leadership
- Teamwork
- Communication and interpersonal skills
- Analytical skills
- Dependability and a strong work ethic
- Maturity and a professional attitude
- Adaptability
- Extensive software skills are required, as well as internet research abilities

Supervisory Responsibilities

Responsibilities of the position include: management of project team partners to achieve designated benchmarks; recruitment, interviewing, training and retaining of volunteers; appraising performance, rewarding disciplining volunteers; addressing complaints; and resolving problems.

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. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

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.

Position Type and Expected Hours of Work

Days and hours of work are Monday through Friday, 8:30a.m. to 5:00p.m. Summer schedule is Monday through Friday, 8:00a.m. to 4:00p.m. However, due to the nature of the job performed, flexible hours, including events, weekends and occasional overnights, may be required.

Work Location and Travel

This position is primarily located in Charleston, West Virginia but statewide travel can be expected to various service regions. Travel may also include various portions of the United States based on attendance requirements for training and/or reporting for grant purposes.

Required Education and Experience

A minimum of a Bachelor's degree in Agricultural Business or Economics, Business Administration, Public Policy, Economics, Extension Education or a closely related field with relevant work experience. Master's degree preferred.

Additional Eligibility 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 youth, stakeholders and agency partners and be able to work independently, often offsite, with minimal supervision. The position requires adherence to standards and guidelines set for by WVSUES, the WVSU Research and Development Corporation, as well as federal guidelines pursuant to the various granting agencies. The individual must exhibit a willingness to work collaboratively and have the capacity for flexibility. Individual needs to be self-motivated, outgoing, and able to work in a team environment. Valid driver's license in good standing is required.

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 criminal background check, educational, DMV and prior employment.

To Apply

Preferred: Information accepted as emailed in a Microsoft Word or PDF format to **rdemployment@wvstateu.edu**. Qualified candidates should submit a cover letter, resume, unofficial transcript and contact information for three professional references (name, title, address, phone number, and email address).

Closing date: This position will remain open until filled. However, first consideration will be given to applicants who reply by September 16, 2024.

Hard copy applications may be sent to:

ATTN: Search Committee for CVED Extension Educator- Agribusiness
West Virginia State University Research and Development Corporation
PO Box 1000, 201 Byers Admin. Building
Institute, WV 25112

AAP/EEO Statement

West Virginia State University is an equal opportunity affirmative action institution. No person shall be denied admission to educational programs, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status.

West Virginia State University is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities. To request disability accommodation contact: Michael Casey or email: ada@wvstateu.edu.

Concerns and complaints related to bias or equal opportunity in education and in employment based on aspects of diversity protected under federal, state and local law, or arising under Title IX, should be directed to: Carolyn Stuart, EEO Officer, at (304) 204-4018.

Women, minorities, people with disabilities and veterans are encouraged to apply