



UNIVERSITY OF MINNESOTA
EXTENSION

POSITION ANNOUNCEMENT

Working title: Co-Coordinator

Appointment: Full-time, Extension Educator, Professional and Academic with Academic Rank

Unit/Department: Pesticide Safety & Environmental Education (PSEE)

Extension Center: Center for Agriculture, Food and Natural Resource Sciences (AFNR)
University of Minnesota Extension

Office location: 304A Stakman Hall, St. Paul, MN
Department of Plant Pathology
University of Minnesota – Twin Cities Campus –St. Paul, MN

Supervisor: Dean Herzfeld, Pesticide Safety and Environmental Education Program Coordinator

Initial application deadline: July 31, 2017; initial review, open until filled.

About Extension:

The University of Minnesota Extension is the 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 University of Minnesota Extension is: Making a difference by connecting community needs and University resources to address critical issues in Minnesota. Extension educational programs are organized and delivered through four structural units designated as Extension Centers, each lead by an Associate Dean. These Extension Centers include: Family Development, Youth Development; Community Vitality; and Agriculture, Food and Natural Resource Sciences.

About Pesticide Safety and Environmental Education:

Pesticide Safety & Environmental Education (PSEE), University of Minnesota Extension, provides statewide education and leadership for pesticide related topics of safety, health, security and environmental protection using Integrated Pest Management and occupational safety frameworks with substantial economic and quality of life impacts. The PSEE team currently consists of a lead Coordinator who also oversees commercial/professional pesticide applicator education, a Co-Coordinator overseeing structural and related pesticide applicators education, a Co-Coordinator overseeing private (ag producers) pesticide applicators education, a PSEE program Operations Manager and a data management/support position. PSEE provides education for Minnesota's 17,000 certified farmers and other agricultural producers through its Private Pesticide Applicator Program. PSEE is the major provider in Minnesota of education to the more than 11,000 occupational and professional licensed and certified

applicators in natural resources, agriculture, horticulture, public health, and other industries and business sectors. PSEE also provides pesticide safety education for other pest management professionals and consultants, Master Gardeners, home gardeners, public and private organizations and many others interested in pest management and pesticide use issues. PSEE develops educational materials and presentations, provides a wide range of educational workshops, maintains a website, has a growing social media presence and is responsible for Minnesota's various pesticide applicator certification categories study manuals.

About this position:

The Co-coordinator is responsible for administering and managing research-based pesticide safety education working in partnership with the PSEE team and field and campus Extension faculty and through coordination with the MN Dept. of Agricultural and networking with external cooperators. The Co-coordinator will design, develop, deliver, market, evaluate, manage budgets and oversee the coordination of logistics for learner-focused and demand-driven educational workshops, courses, presentations, publications and other materials for certified and other pesticide applicators. PSEE's educational goal is to empower practitioners to protect human health and the environment and enhance pesticide safety and security in the home, on the job and in the community. This is a new position and will be part of PSEE's effort to utilize evolving educational technology to better meet the changing needs of diverse learners while achieving publicly valued outcomes within the mission of University of Minnesota Extension.

PSEE is seeking a person capable of providing pesticide safety educational leadership in one or more of the following areas:

1. Agricultural crops, fruits, vegetables or related area including seed treatments or the production of other food, feed, medicinal or fiber plants.
2. Natural resources including forestry, rights-of-way, native vegetation/prairie or aquatic environments.
3. Turf, urban trees and shrubs, landscape and interior plants, greenhouse, nursery or other ornamental plants
4. Pesticide 'core' topics including one or more of the following: occupational health and safety, safe handling of pesticides, regulatory compliance, Integrated Pest Management, pesticide application equipment or environmental protection (pesticide drift and other off site movement, water, wildlife, non-target organisms, pollinators, waste management or ecosystems).

This position is accountable to the PSEE Coordinator for program direction, performance evaluation and personnel actions.

Major areas of responsibilities:

1) 70% Educational Development, Implementation and Leadership.

- a. Design, develop, deliver and evaluate educational programs based in scholarly/scientific theory and research and appropriate to meet PSEE's diverse learners' needs

- b. Develop and maintain effective partnerships with Extension county, regional, campus and other university faculty and staff in the development and delivery of PSEE education
- c. Establish and maintain cooperative relationships and be a resource for educational expertise and content with the Minnesota Department of Agriculture, other government agencies, industry associations and other organizations involved with pesticide safety education for the people of Minnesota and the nation
- d. Network, liaison and engage PSEE learners, stakeholders, subject matter experts and other interested in pesticide safety education at the state, regional and national levels, including public, tribal, not-for-profit and private sectors to provide appropriate researched-based content and guide the use of relevant educational methods and delivery for diverse learners
- e. Utilize technology for educational program design, development, delivery, reporting, communication and marketing

2) 20% Administration

- a. Develop and maintain educational management plans for each educational enterprise including strategic positioning, stakeholder and learner engagement, operations, marketing, financial management and evaluation for continuous quality improvement
- b. Maintain records and assist with preparation of reports on PSEE activities and outcomes
- c. Seek grants, contracts and other sources of funding to support and enhance PSEE's educational outcomes.

3) 10% Professional Development, Scholarly Work and Service

- a. Continue professional development in scholarship, content expertise, and program development and delivery via conferences, self-directed study and/or other appropriate means of maintaining a high level of expertise
- b. Conduct scholarly research pertinent to pesticide safety educational design, content, delivery, learning processes or evaluation.
- c. Participate in service activities such as committees, projects and other efforts in Extension, at the University and with state or national organizations and professional societies
- d. Participate and succeed in progress regarding professional performance including annual performance review, professional plan of work and promotion
- e. Make contributions to the six promotion criteria in Extension academic rank: program leadership, Extension teaching, scholarship, engagement, program management and service

Required qualifications:

- 1. Master degree in education, occupational or environmental health or related area, environmental sciences, pest management or related subject areas (agronomy, entomology, plant pathology, weed science, horticulture, or forestry) or other related areas.
- 2. Professional or other work experience (paid or unpaid) and/or educational specialization related to one or more of the following: extension education or other forms of adult education; communications; production or pest management in natural resources,

horticulture or agriculture; or occupational or environmental health and safety or related areas

3. Demonstrated educational leadership and project management skills and experience
4. Strong teamwork and stakeholder engagement skills used to achieve educational goals
5. Strong formal and interpersonal verbal, written, social media or other communication skills
6. Ability to working constructively with learners and other people with diverse backgrounds, demographics, educational levels or occupations
7. Proficient in the use of MS Office (Word, PowerPoint, Excel) and routine computer and Internet skills

Preferred Qualifications

1. Ph.D. in education, occupational or environmental health or related area, environmental sciences, pest management or related subject areas (agronomy, entomology, plant pathology, weed science, horticulture, or forestry) or other related areas.
2. Experience in extension, adult or other non-formal education settings
3. Demonstrated ability to utilize principles of adult education in the development of educational materials or courses.
4. Ability to work independently in educational program design, development and delivery
5. Good organizational skills with the ability to conduct and manage multiple project at the same time
6. Ability to integrate researched-based and technical information from scientific and educational literature and from subject matter experts across academic disciplines, industries and professions to produce effective learner-focused educational materials
7. Demonstrated ability to work in a changing environment and changing work responsibilities
8. Familiar with the use of educational software and technology including webinars, internet conferencing, social media or on-line course management

BENEFITS/APPOINTMENT

- Extension Educator positions have an annual University academic professional appointment and Extension academic rank.
- Promotion in Extension academic rank is expected and is contingent upon accomplishments as an Extension Educator.
- University of Minnesota benefits apply.
 - <http://www1.umn.edu/ohr/benefits/index.html>
- Must provide a personal vehicle with valid insurance for traveling throughout the state. Reimbursement for travel is made according to University and Extension policy.
- Salary commensurate with education and experience.
- Person hired will be expected to use a personal cell phone.

TO APPLY

Job Opening ID: 318205

Please apply online: <http://www.extension.umn.edu/about/employment/>

Applications must be submitted online. To be considered for this position, please click the Apply button and follow the instructions. You will have the opportunity to complete an online application for the position. Complete the brief application and include the following attachments with your online application.

- Vitae
- Cover letter a statement of Extension interests, how you meet the required education, experience and the 6 required skills and abilities for the position, as well as, your professional goals.
- Transcripts for all college work (unofficial transcripts are acceptable at the application stage).
- Names and contact information for three related professional references.

Additional documents may be attached after application by accessing your "My Activities" page and uploading documents there.

To request an accommodation during the application process, please e-mail employ@umn.edu or call (612) 624-UOHR (8647).

For questions about applying online, contact:

Naaz Babvani
Extension Human Resources
260 Coffey Hall
1420 Eckles Avenue
University of Minnesota
St. Paul, MN 55108
babva001@umn.edu
Phone: 612-624-3717
Fax: 612-624-7749

For information about the position contact:

Tana Haugen-Brown
Email: thbrown@umn.edu
Phone: 763-260-4423

OR

Dean Herzfeld
Email: deanh@umn.edu
Phone: 612-624-3477

Any offer of employment is contingent upon the successful completion of a background check. Our presumption is that prospective employees are eligible to work here. Criminal convictions do not automatically disqualify finalists from employment.

The University of Minnesota Extension shall provide equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national

origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.