



UNIVERSITY OF MINNESOTA
EXTENSION

Position Announcement
University of Minnesota Extension

Working Title: Associate Director and Coordinator, Pesticide Safety and Environmental Education (PSEE)
Appointment: Admin Consultant/Analyst 2 (9341A2), Professional and Administrative, Full-time
Location: University of Minnesota, St. Paul campus
Program Area: Extension Center for Agriculture, Food and Natural Resources (AFNR)
Reports To: Dean, University of Minnesota Extension (or delegate)
Application Review: **March 10, 2019 initial deadline;** 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. <https://extension.umn.edu/>

ABOUT THIS POSITION

As a senior manager of the Pesticide Safety and Environmental Education (PSEE) program, this person is expected to work closely with the Extension administration to strategically integrate the program's research, Extension, and education activities. Key roles of the position include:

- Providing strategic direction for the PSEE program
- Managing PSEE's operations and supervising staff
- Integrating programming with PSEE coordinators and Extension faculty.

The PSEE program 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. PSEE provides education for Minnesota's 17,000 certified farmers and other agricultural producers through its Private Pesticide Applicator Training program (PPAT). The PSEE program 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. In addition, the PSEE program 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. This program also develops educational materials and presentations, provides a wide range of educational workshops, has a growing social media presence and is responsible for Minnesota's various pesticide applicator certification categories study manuals.

The PSEE program was established in the mid-1960s within the land grant university's Extension organization in every state through US Congressional leadership and funding. The program works with numerous University of Minnesota Extension educators across the state, as well as campus faculty in the College of Food, Agricultural and Natural Resources Sciences, the School of Public Health, College of Veterinary Medicine, College of Education and Human Development, and College of Design. Staff and leadership within the program may work within the University to build a workforce knowledgeable about judicious and sustainable use of pesticides. These interactions may involve undergraduate and graduate students, interns, and Extension educators. The PSEE program also works with a variety of

organizations in industry, education, government and not-for-profit sectors, such as the Minnesota Departments of Agriculture, Health, Natural Resources and Transportation.

The PSEE program is seeking a person capable of working with staff and partners at the University of Minnesota and beyond to provide pesticide safety leadership. This person will also have experience in a discipline that builds on the technical foundation of the program, its staff, and partners. (See qualifications for more specifics.) This position reports to, and is accountable to, the dean (or delegate) of University of Minnesota Extension for program vision and goals, performance evaluation and personnel direction.

Major Areas of Responsibility

1. Program Direction and Administration (70%)

- a. Provide strategic direction and operational management for the PSEE program.
- b. Build and maintain relationships with key state, regional, and national partners, including at the U of M, industry groups, State of Minnesota, and Environmental Protection Agency, among others.
- c. Serve as the primary program liaison throughout the U of M and to lawmakers and government agencies, pesticide applicator certification and training program partners in other states, industry and special-interest organizations, the media and the general public.
- d. Represent the PSEE program at state, regional, and national meetings.
- e. Provide oversight and guidance in business/fiscal sustainability of this program, which includes seeking appropriate grants, contracts and other sources of funding to support and enhance PSEE's educational outcomes.
- f. Develop and maintain business and operational plans for each educational enterprise including strategic positioning, stakeholder and learner engagement, operations, marketing, financial management and evaluation for continuous quality improvement.
- g. Supervise up to three full time and part-time administrative and educational staff. This includes ensuring the employees are conducting their responsibilities as described in their annual plan of work and performing annual performance reviews.
- h. Provide leadership for developing and submitting program comments regarding proposed state and federal regulations pertaining to pesticides.
- i. Maintain records and assist with preparation of reports on PSEE activities and outcomes.
- j. Ensure that annual reporting, impact statements, and other regular reporting is completed in a timely manner.

2. Educational Development, Implementation and Leadership (25%)

- a. Design, develop, deliver and evaluate educational programs based in scholarly/scientific theory and research and that are appropriate to meet PSEE's diverse learners' needs.
- b. Lead and support PSEE team to develop, foster and maintain effective partnerships with Extension county, regional, campus and other university faculty and staff in the development and delivery of PSEE education.
- c. Provide leadership to engage PSEE learners, stakeholders, subject matter experts and others 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.
- d. Learn and use technology for educational program design, development, delivery, reporting, communication and marketing.

3. Individual Professional Development, Scholarly Work and Service (5%)

- 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. 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.
- c. Participate and succeed in progress regarding professional performance including annual performance review, professional plan of work and promotion.
- d. Participate in state, regional and national government, professional, pesticide safety education program related and other groups and organizations as a core part of professional development and opportunities for scholarly work.

Required Qualifications:

1. Bachelor's degree in:
 - Education;
 - Environmental science;
 - Pest management; or
 - Related subject areas (agronomy, entomology, plant pathology, weed science, horticulture, forestry, or similar applied science field).
2. At least 8 years of professional or other work experience and/or educational specialization related to one or more of the following:
 - Extension education or other forms of adult education;
 - Communications;
 - Educational program design;
 - Production or pest management in natural resources, horticulture, or agriculture; or
 - Occupational or environmental health and safety or related areas.

If candidate has an advanced degree, education may be substituted for experience.

3. Prior oversight of a small department or cross-disciplinary team.
4. Demonstrated educational leadership and project management skills and experience.
5. Experience managing budgets and staff.
6. Strong formal and interpersonal verbal, written, social media or other communication skills.
7. Experience working with stakeholders, faculty and external agencies, including those from culturally diverse backgrounds.
8. Proficient in routine computer and Internet skills (e.g., MS Office, Google Suite, content management systems, etc.)
9. Must be able to meet the travel requirements of the position. Travel includes overnight and multi-day trips to state, regional, and national trainings, meetings, and conferences.

Preferred Qualifications

1. Advanced degree in:
 - a. Education;
 - b. Environmental science;
 - c. Pest management; or
 - d. Related subject areas (agronomy, entomology, plant pathology, weed science, horticulture, forestry, or similar applied science field).
2. Experience in extension, adult or other non-formal education settings and demonstrated ability to utilize principles of adult education in the development of educational materials or courses.
3. Ability to successfully multi-task and complete efforts in educational program design, development and delivery.

4. 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.
5. Familiar with the use of educational software and technology including webinars, internet conferencing, social media or on-line course management.

APPOINTMENT

This position is a full-time, 12-month, annually renewable, academic professional and administrative (P&A) appointment; reappointment contingent upon successful performance and availability of funding. Reimbursement for travel and subsistence is available in accordance with University policy. (Must use personal cell phone, provide own means for traveling throughout the state, and legally required vehicle insurance. Salary commensurate with education and experience.

TO APPLY

Job Opening ID: 328736

Applications must be submitted online. Please apply at <https://hr.myu.umn.edu/jobs/ext/328736>

To be considered for this position, please click on the Apply button and follow the instructions. You will be given the opportunity to complete an online application for the position. Please include the following attachments with your online application:

- Cover letter
- Resume/Vitae

Three professional references and transcripts for all college work (unofficial transcripts are acceptable) may be required during the interview process.

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

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

For questions about applying online, contact:

Tiffany McMillan, Extension Human Resources

Please email tiffmcm@umn.edu

For questions about this position, contact:

Joel Larson, Associate Director, Extension Water Resources

Email jplarson@umn.edu

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

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.