



Position Announcement University of Minnesota Extension

Title: Associate Director and Coordinator, Pesticide Safety and Environmental Education (PSEE)
Appointment: Full-time, Admin Consultant/Analyst 2 (9341A2)
Location: Andover Regional Extension Office, Andover, MN
Program Area: Extension Center for Agriculture, Food and Natural Resources (AFNR)
Reports To: Associate Dean, Extension Center for Agriculture, Food and Natural Resources
Application Review: **August 5, 2019 initial deadline;** Open until filled

ABOUT THIS POSITION

As the director of the Pesticide Safety and Environmental Education (PSEE) program, this person is expected to work closely with Extension faculty and administration to strategically integrate the program's educational efforts with the research and education/Extension efforts of other related programs. Key roles of the position include:

- Providing strategic direction for the PSEE program;
- Administering PSEE's operations, both internally and externally, and its staff; and
- Integrating programming of PSEE and campus and field Extension faculty.

The PSEE program provides statewide education and leadership for pesticide-related topics of safety, environmental protection, health and security recommending integrated pest management practices. 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 agriculture, horticulture, natural resources, 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, and public and private organizations.

The PSEE program works with numerous University of Minnesota Extension educators across the state, campus faculty primarily in the College of Food, Agricultural and Natural Resources Sciences and a variety of industry, not-for-profit sectors and government agencies such as the Minnesota Departments of Agriculture, Health, Natural Resources and Transportation. The PSEE program is seeking a leader to work within U of M Extension, across multiple colleges at the University and to maintain relationships with state and federal agencies—primarily the Minnesota Department of Agriculture and the Environmental Protection Agency. This person will need to have knowledge/experience in a primary foundational application of pesticide management (agriculture, horticulture, natural resource sciences). This position reports to, and is accountable to, the associate dean in U of M Extension Center for Agriculture, Food and Natural Resources for program vision and goals, performance evaluation and personnel direction.

Major Areas of Responsibility

1. Program Direction and Administration (55%)

- 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. 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.
- e. 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.
- f. Supervise several 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.
- g. Maintain records and assist with preparation of reports on PSEE activities and outcomes in a timely manner.

2. Educational Development, Implementation and Leadership (40%)

- 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. Facilitate effective partnerships within Extension personnel as well as with collegiate faculty across the University to create and advance education with the PSEE program.
- c. Provide oversight to create and maintain an engaged and inclusive program in terms of educators and audiences throughout Minnesota accounting for the great diversity and learning preferences of stakeholders and participants.
- d. Model technology competency in the program's 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.
- 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.

Required Qualifications:

- 1. Bachelor's degree in agronomy, horticulture, entomology, natural resources, environmental science, plant pathology, weed science, forestry, pest management or closely related applied science.
- 2. At least 8 years of professional or other work experience and/or educational specialization related to pest management in agriculture, horticulture or natural resources. Years of experience can include time spent in graduate education programs if applicable.
- 3. Ability to integrate researched-based and technical information to produce effective educational materials for adult learners. Information should be gathered from scientific and educational literature and from subject matter experts across academic disciplines, industries and professions.
- 4. Demonstrated experience with:
 - Education for adult learners;
 - Project management;
 - Managing budgets and staff.
- 5. Strong formal and interpersonal verbal, written, social media or other communication skills.
- 6. Proficient in routine computer and Internet skills (e.g., MS Office, Google Suite, content management systems, etc.)
- 7. 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 agronomy, horticulture, entomology, natural resources, environmental science, plant pathology, weed science, forestry, pest management or closely related applied science.
2. Experience in working with pesticide safety education/certification programming.
3. Prior oversight of a unit/department or cross-disciplinary team.
4. Demonstrated commitment to developing and sustaining an inclusive work environment.
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.

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/>

TO APPLY

Please apply at <https://extension.umn.edu/about-extension/careers>, **Job Opening ID: 331211**

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) will 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, tiffmcm@umn.edu.

For questions about this position, contact:

Sarah Chur, Regional Director, bergsj@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.