

Job ID: 29997

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**Field Specialist in Human Development
Assistant/Associate/Full Extension Professional
Position Description**

POSITION: Field Specialist in Human Development
and Assistant / Associate / Full Extension Professional

LOCATION: Boonville, Missouri and primarily serves Benton, Cooper, Moniteau, Morgan and Pettis counties in west central region, with additional service across the state as needed.

University of Missouri Extension and Engagement faculty and staff develop, deliver, and improve educational programs and services that fulfill the University's land-grant mission to extend the reach and impact of teaching and research to improve the lives and communities of Missourians and beyond.

Extension faculty are 12-month, non-tenure track appointments to the promotable ranks of assistant, associate, or full Extension Professional. The rank at time of appointment or promotion is consistent with the standards of achievement and experience established by the faculty. MU Extension faculty are commonly known as Specialists, with titles that indicate geographic focus and programmatic specialization. Specialists provide educational opportunities that enable businesses, farms, families and communities to strengthen the economy and enhance quality of life. Additionally, specialists create partnerships with civic and business organizations, educational institutions, local leaders and key stakeholders to identify priorities, increase resources, and determine how research-based education can best meet the needs of residents.

This position is responsible for planning, implementing and evaluating educational programs and services in Human Environmental Sciences. The Human Environmental Sciences Extension program promotes optimal well-being of individuals, families and communities, with special recognition for the needs of vulnerable populations.

CORE DUTIES OF EXTENSION FACULTY

The core duties of MU Extension faculty are to Educate, Create, and Connect. The emphasis among these duties and specific deliverables will vary for different appointments and evolve from year to year, direction for which is developed in an annual plan of work for the program area and for the individual.

- *Educate.* Extension Faculty deliver onsite Extension teaching and programming, online courses, continuing education, technical assistance, consultation, and other educational methods and interventions. The primary role of all Specialists around the state is to disseminate the knowledge generated by the University through educational programs and services to support the individual, organizational, and community goals of Missouri learners and clients.

- *Create.* Extension Faculty develop innovative and research-informed educational products, services, and materials and scholarly products, including curricula, publications, presentations, and other resources. Extension Faculty contribute to the scholarship of extension and engagement and to applied research, to evaluate and improve how programs and services result in learning and behavior changes that positively impact individuals and communities.
- *Connect.* Extension Faculty engage with learners, communities, and stakeholders including Extension Councils, government officials and agencies, partners, and with university and professional organizations. Strong connections help generate revenue to sustain and grow valued programming through grants, contracts, fees, gifts, and partnerships. Extension faculty intentionally foster diversity and inclusiveness by providing educational programs that connect to the varied needs of Missourians and their communities, through the cycle of market relations including needs assessment, promotion, and feedback utilizing a variety of media and venues.

Specialist Emphasis

Program specialization: The Human Development and Family Sciences Specialist is responsible for planning, implementing and evaluating educational programs in parenting, family strengthening, mental health awareness, adolescence, aging and/or early childhood care and education.

Professional expectations

- All Extension Faculty, regardless of appointment category or type, are expected to demonstrate competency in Communication, Educational Programming and Knowledge of Subject Matter, Inclusivity, Information and Education Delivery, Interpersonal Relations, Knowledge of Organization, Leadership, Organizational Management, and Professionalism.
- Actively participate in professional development opportunities to continuously improve skills and increase research-based knowledge. Participate in interdisciplinary teams, committees and task forces. Work with faculty and staff located in county offices, across program disciplines and regions, with boards and organizations and with other campuses throughout Missouri with a positive outlook, high personal standard of excellence, and passion for the mission, vision and values of MU Extension.
- Specialists travel throughout Missouri regularly, using own transportation, with occasional travel out of state. Extension Faculty must work effectively, flexibly, and independently, often with little guidance. Working evenings and weekends is often required to meet the needs of learners, clients, and stakeholders. Other duties and responsibilities will be expected to support the mission and purpose of MU Extension.
- Conduct all activities in accordance with the Civil Rights Acts, Title IX, Rehabilitation, Americans with Disabilities Act and local, state and region affirmative action plans.

LEADERSHIP RECEIVED

Programmatic supervision is received from the Family and Home Educational Director. Regional leadership is received from the West Central Regional Director.

QUALIFICATIONS

An earned master's degree in human development and family studies, early childhood education, social work, or related area with appropriate coursework exhibited is required. Demonstrated ability to translate research into educational programs in parenting, parent-child relations, adolescent sexuality, pregnancy, parenting, and early childhood education to audiences of all age groups is critical.

PREFERRED QUALIFICATIONS

A doctorate is preferred.

Effective and innovative teaching strategies that engage others, including strong listening, written, and oral communication skills. Must be able to integrate new and emerging technology into teaching strategies. Experience in designing, conducting and evaluating educational programs, and applying research-based knowledge in subject matter areas related to community cooperation and collaboration, capacity assessment and action planning, needs assessment, citizen participation, leadership, resource management, and volunteerism is desired.

An Equal Opportunity/Access/Affirmative Action/Pro Disabled & Veteran Employer