

## Extension Field Specialist in International Trade Assistant/Associate/Full Extension Professional - Cole County, Missouri

Please apply at <https://hrs.missouri.edu/find-a-job/academic>

Job ID: 30983

### Job Description

**LOCATION:** Jefferson City, Missouri and primarily serves Cole County, with additional service to other Counties across the state as needed.

The University of Missouri (MU) Office of Extension and Engagement's distinct land-grant mission is to improve lives, communities and economies by producing relevant, reliable and responsive educational strategies throughout Missouri. Our dedicated and knowledgeable faculty and staff collaborate with researchers and community leaders to develop and deliver programs that address needs of Missourians including: educational attainment; environmental concerns; community, economic, business and workforce development; global food systems; and health systems. For more information about MU Extension and Engagement, please visit <http://extension.missouri.edu>.

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.

MU Extension Business Development program is an important component of the state's economic development strategy and the University of Missouri's economic development mission through providing education and assistance to businesses throughout Missouri. For more information about extension's business programs visit <http://www.missouribusiness.net/>. For more information about MU Extension, visit [www.extension.missouri.edu](http://www.extension.missouri.edu).

Field Specialists with the MU Extension Business Development Programs (BDP) transform Missouri business and industry through education, technical service and collaboration by working with small to medium size companies to improve bottom-line performance. Plan, implement and evaluate business programs and services utilizing research-based knowledge in business growth, strategic planning, technology development, government contracting, marketing, management, finance, capital formation, operations, human resources, business start-up and business growth/sustainability, as well as other timely business related topics to assist existing and new entrepreneurs.

This position primarily serves as a business educator and international trade specialist for traditional and technology-based programming across Missouri, with emphasis in finance, management, marketing, commercialization, product development, growth management and increasing Missouri's exports. Additionally, serve as a liaison with the local institutions of higher-Ed to facilitate opportunities for student experiential learning throughout Missouri.

## 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 International Trade Specialist is responsible for promoting Missouri's international trade program successes through speaking engagements, collaboration on training events, and writing news articles for publication to internal University audiences and external clientele. Work with communications/marketing experts to promote services and successes on a regular basis. This includes identifying successes and documenting economic, societal, and social impact of clients served throughout Missouri.

### 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.

**Administrative Stipend for Additional Responsibilities – (International Trade Specialist) Statewide Business Development Program Responsibilities.**

Obtain training and education to assist clients with international trade, ensuring up-to-date knowledge and expertise is maintained. Lead and coordinate a team of colleagues certified as international trade experts to disseminate knowledge gained to assist clients effectively and efficiently. Implement and maintain strategies, systems, and educational tools necessary to ensure clients are successful.

Promote Missouri's international trade program successes through speaking engagements, collaboration on training events, and writing news articles for publication to internal University audiences and external clientele. Work with communications/marketing experts to promote services and successes on a regular basis. This includes identifying successes and documenting economic, societal, and social impact of clients served throughout Missouri.

Keep abreast with customs and cultural initiatives, providing educational opportunities for colleagues and clients to improve abilities to successfully conduct business in foreign markets.

Be aware of pending and actual changes to federal, state, and municipal public policy regulations that impact clientele. Advise administrators and clientele as needed to respond to new issues.

Develop contacts and connect clients with supply chain / quality management resources to meet foreign customer requirements. Provide one-on-one counseling with clients, either directly or through SBTDC business counselors, on ways to meet various requirements and specifications necessary for successfully exporting goods or services.

Build and maintain professional and effective partnerships internally and externally, including with Missouri Enterprise, Economic Development offices, the World Trade Center, and others as appropriate. In addition, develop partnerships to enhance statewide initiatives and improve opportunities for grants and contracts. Identify and work closely with potential stakeholders, financial partners, and other funding opportunities for the purpose of advancing Missouri businesses capacity in international trade.

Identify, document, and communicate Missouri International Trade program's impact achieved including societal and economic development of our state.

Promote Missouri's international trade program successes through speaking engagements, collaboration on training events, and writing news articles for publication to internal University audiences and external clientele. Work with communications/marketing experts to promote services and successes on a regular basis. This includes identifying successes and documenting economic, societal, and social impact of clients served throughout Missouri.

Represent the university in professional associations in the area of international trade. Maintain NASBITE International Certification and encourage other colleagues to become certified.

Develop and implement plans to raise awareness of global opportunities for Missouri small business.

**LEADERSHIP RECEIVED**

Programmatic supervision is received from the Business Development Program Educational Director. Regional leadership is received from Regional Directors.

**UNIVERSITY INFORMATION**

The University of Missouri, also known as Mizzou and MU, is the Flagship University of the four-campus University of Missouri system. It is the state's land-grant university and one of the most comprehensive universities in the United States. MU's broad undergraduate programs and its' graduate, professional and research programs attract annual enrollment of more than 30,000 students. MU is centrally located in Columbia, MO, which is consistently ranked as one of America's

most livable cities. MU Extension and Engagement programs are located on all four campuses and in 114 counties and St. Louis city.

### **Qualifications**

An earned master's degree in international trade, finance, economics, business or related area or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired is necessary.

Ideal candidate will also have successful experiences in operating and managing a business, providing consulting, and/or owning a business.

A minimum of five years of experience in international trade is required.

### **Application Materials**

Complete the brief online application and be prepared to upload:

- Cover Letter
- Resume/CV
- Copies of all academic transcripts, and
- a list of 3-5 references

### **PREFERRED QUALIFICATIONS**

A doctorate is preferred.

NASBITE Certified Global Business Professional credential.

Experience and understanding of "Lean Launchpad"/ I-Corps curriculum.

An understanding of and the ability to explore the financial implications of business decisions on a company's cash flow.

An understanding of the requirements and processes related to government procurement, contracting, and the necessary registrations (8a, SAMs, etc.)

Experience and understanding SBIR / STIR grants and the ability to provide technical assistance to "tech" clients.

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.

### **Benefit Eligibility**

This position is eligible for University benefits. The University offers a comprehensive benefits package, including medical, dental and vision plans, retirement, and educational fee discounts. For additional information on University benefits, please visit the Faculty & Staff Benefits website at <http://www.umsystem.edu/totalrewards/benefits>

## **Diversity Commitment**

The University of Missouri is fully committed to achieving the goal of a diverse and inclusive academic community of faculty, staff and students. We seek individuals who are committed to this goal and our core campus values of respect, responsibility, discovery and excellence.

## **Equal Employment Opportunity**

Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, or any other status protected by applicable state or federal law. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations or the recruiting rights of military organizations associated with the Armed Forces or the Department of Homeland Security of the United States of America. For more information, call the Vice Chancellor of Human Resource Services/Affirmative Action officer at 573-882-4256.

To request ADA accommodations, please call the Disability Inclusion and ADA Compliance Manager at 573-884-7278.

**EEO IS THE LAW**