

Job Description
Extension Specialist

Function

Provide statewide leadership in educational program development and evaluation within an assigned subject matter area and in alignment with the program area's vision and goals, working collaboratively with colleagues, teaching and research faculty, clientele and stakeholders. Facilitate the application of research-based knowledge and information from the University of New Hampshire, the nationwide Land-Grant System and other sources of reputable research.

Responsibilities

1. Program Development & Evaluation

Develop and implement innovative disciplinary and interdisciplinary educational programs specified in the state Plan of Work under supervision of the Program Leader.

Assess statewide, regional and national needs, issues and trends in assigned subject area and prepare situational data as a basis for program development.

Involve Extension colleagues, faculty, clientele groups and others in identifying educational program priorities in assigned subject area.

Provide leadership and support to field staff and affiliated groups in the development, implementation and evaluation of Cooperative Extension educational programs in the state Plan of Work.

Partner with colleagues locally, regionally and nationally to support, develop, implement and evaluate interdisciplinary programs.

Develop a statewide Plan of Work and annual updates in with Program Leaders, field staff, specialists, advisory councils, clientele groups and others.

Provide educational opportunities and serve as a resource person to field staff, volunteers, partners and others in assigned subject area.

Collaborate with colleagues to develop, implement and evaluate multi-state and integrated research and Extension programs when these efforts enhance program and cost effectiveness.

Establish and maintain a system for recruiting, training, involving and assessing volunteer or paid staff where appropriate. Involve volunteers in developing, implementing and evaluating educational programs and activities in line with the UNH Cooperative Extension Volunteer Management System.

Serve on state, regional and national boards and committees as appropriate when these efforts enhance educational programs and the specialist's professional competence.

Prepare annual statewide Key Theme and other impact reports.

Develop and implement a Professional Development plan to enhance competence in assigned subject area, teaching methods, group process, leadership, facilitation and organizational skills.

Balance action and reflection in program development, implementation and evaluation.

Adhere to the policies and spirit of Civil Rights/AA/EEO.

2. Engagement & Outreach

Collaborate with and actively involve UNH resident instruction and research faculty and students in addressing high priority state needs.

Contribute to the impact of UNH's educational and research programs as appropriate through partnerships with teaching and research faculty.

Develop and implement state-level marketing strategies to promote UNH, UNH Cooperative Extension and related programs in accordance with the organization's marketing guidelines.

Build and maintain partnerships with state and federal agencies and other groups and organizations.

Serve on external boards and committees as appropriate to enhance networking and partnerships that enhances Extension programming.

Build relationships with elected and appointed officials.

3. External Funding & Fiscal Management

Secure and manage grants and other external funding in consultation with the Program Leader and in compliance with UNH and CE external funding guidelines to enhance the achievement of educational goals.

Participate in grant funded projects led by colleagues as appropriate and approved by the Program Leader.

4. Communications

Demonstrate effective interpersonal verbal and written skills.

Effectively use the media and electronic technology in educational program delivery and in disseminating educational information to the public.

Demonstrate effective problem solving skills.

Build strong linkages and teamwork with field staff and specialist colleagues.

Maintain ongoing communication with Program Leader supervisor and keep him/her fully apprised of accomplishments.

Represent UNH Cooperative Extension to enhance its image, public relations and programs by serving as liaison and maintaining relationships with affiliated State and Federal agencies and other groups and organizations.

Maintain ongoing communication with the Program Leader and County Educators and keep them fully apprised of state issues, programs and accomplishments.

5. Organizational Support

Serve in UNH Cooperative Extension leadership or committee roles.

Welcome, orient and mentor new staff as appropriate.

Provide input in the evaluation of field staff and other Extension staff.

Contribute to implementation of the Cooperative Extension Strategic Plan.