

**Job Description:** Extension State Specialist**Role:**

Provide statewide leadership in educational program development and evaluation within an assigned subject matter area and in alignment with the program team'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.

**Specific Responsibilities**Educational Programming

1. Under the direction of program team leader, develop and implement innovative disciplinary and interdisciplinary educational programs specified in the state program team plan of work.
2. Assess statewide, regional and national needs, issues and trends in assigned subject area and prepare situational data as a basis for program development.
3. Involve Extension colleagues, faculty, clientele groups and others in identifying educational program priorities in assigned subject area.
4. Provide leadership and support to field specialists and affiliated groups in the development, implementation and evaluation of Cooperative Extension educational programs in the state program team plan of work.
5. Provide educational opportunities and serve as a resource person to field specialists, volunteers, partners and others in assigned subject area.
6. Collaborate with colleagues to develop, implement and evaluate multi-state and integrated research and Extension programs when these efforts enhance program and cost effectiveness.
7. Work closely with Area of Expertise Chairs (AoE) within the program team to ensure that programs within a specialist's expertise provides high impact, relevant educational programs to the people of New Hampshire.
8. Work with Extension state and field specialists from other program teams to foster an environment for strong interdisciplinary programming.
9. Ensure programmatic involvement of under-served and under-represented audiences and that all educational programming is conducted in full accordance with civil rights, Equal Employment Opportunity (EEO), Affirmative Action (AA) and Americans with Disabilities Act (ADA) policies and procedures.
10. Model and create a team approach to programming. Build strong linkages and teamwork between members of the program team.

Program Development and Evaluation

1. Work with AoE chairs to coordinate program team impact reporting and program evaluation.
2. Provide leadership for statewide evaluation of programs within assigned subject matter area.
3. Prepare annual statewide impact reports.

### Personnel Management and Staff Development

1. May be asked to serve as an AoE Chair for a program team. This assignment would be made by the program team leader for a period of up to three years at a time.
2. 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.
3. Develop and implement a professional development plan to enhance competence in assigned subject area, teaching methods, group process, leadership, facilitation and organizational skills.
4. Plan and participate in program team professional development activities as appropriate.

### External Funding and Fiscal Management

1. Secure and manage grants and other external funding in consultation with the program team leader and in compliance with UNH and CE external funding guidelines to enhance the achievement of educational goals. Extension state specialists must secure at least 25% of their salary and fringe benefits annually through external funding or assignments.
2. Participate in grant funded projects led by colleagues as appropriate and approved by the program team leader.

### Engagement/Outreach and External Relations

1. Collaborate with and actively involve UNH resident instruction and research faculty and students in addressing high priority state needs.
2. Contribute to the impact of UNH's educational and research programs as appropriate through partnerships with teaching and research faculty.
3. Develop and implement state-level marketing strategies to promote UNH, UNH Cooperative Extension and related programs in accordance with the organization's marketing guidelines.
4. Build and maintain partnerships with state and federal agencies and other groups and organizations.
5. Serve on external boards and committees as appropriate to enhance networking and partnerships that enhances Extension programming.
6. Build relationships with elected and appointed officials.

### Communications/Technology

1. Demonstrate effective interpersonal verbal and written skills.
2. Effectively use the media and electronic technology in educational program delivery and in disseminating educational information to the public.
3. Demonstrate effective problem solving skills.
4. Build strong linkages and teamwork with field specialists and specialist colleagues.
5. Maintain ongoing communication with program team leader and keep him/her fully apprised of accomplishments.
6. 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.
7. Maintain ongoing communication with the program team leader and field specialists and keep them fully apprised of state issues, programs and accomplishments.

### Organizational Leadership and Support

1. Ensure Equal Employment Opportunity (EEO), Affirmative Action (AA) and Americans with Disabilities Act (ADA) policies and procedures are adhered to by the program team.
2. Other duties as assigned.

Minimal Educational Requirements: Ph.D. or terminal degree strongly preferred in appropriate discipline. A strong candidate with a M.S. level degree in appropriate discipline with experience may be considered.