



## University of New Hampshire Cooperative Extension

**Job Description:** Extension Learning and Instructional Design Specialist

**Role:**

Under the direction of the Director of Professional Development and Training, provide leadership in facilitating the implementation of innovative learning programs and coursework that support UNH-CE mission, vision and goals based on adult learning theory and best practices. Incumbent has the goal to provide continuing professional learning development and instructional design support to UNH-CE faculty, staff, and UNH Professional Development & Training (PD&T) staff and contract instructors; provide counsel and recommendations to UNH-CE leadership on issues concerning adult learning; and may instruct at the undergraduate and/or graduate level.

**Specific Responsibilities:**

1. Facilitates learning strategies and initiatives to build and support effective instruction and curriculum design for UNH-CE extension programs, continuing professional development and training programs for public, non-profit and business sectors in New Hampshire, the surrounding region, and nationally/internationally. Support the expansion of program offerings with adult learning theory, concepts and applications.
2. Work with Program Team Leaders, Area of Expertise chairs, and extension educators to identify opportunities to support existing learning programs, develop instructor effectiveness, develop and offer new learning programs for internal and external audiences.
3. Support the development of effective instructional strategies based on adult learning theory (andragogy) with practical, high quality, relevant curriculum that develops and prepares learners for success in the context of the learning episode. Responds to and supports participant and employer feedback and the needs of business, industry and organizations with effective learning strategies that facilitate meaningful, long lasting learner change.
4. Develops a cadre of master extension educators tasked with coaching and mentoring new and emerging instructors in the art and science of teaching and learning.
5. Design, develop curricula and work with educators to implement and evaluate effective learning programs for UNH-CE programs, business and industry leaders, professional associations and state agencies in order deliver effect training to New Hampshire's and the region's work force. These include; online, hybrid and in-person delivery methods.
6. Supports UNH-CE leadership by providing counsel and recommendations on issues concerning adult learning, effect instructional strategies and effective curricula and instructional design considerations.
7. Support Cooperative Extension leadership and the Director, Professional Development and Training to identify ways to integrate Extension programs with Professional Development and Training courses.
8. Supports UNHCE to ensure that UNHCE provides high impact, relevant educational programs to the people of New Hampshire and the region.
9. Perform other related duties as assigned.

**Acceptable Minimum Qualifications:**

- Master's Degree is required. Certificate of Advanced Graduate Study (CAGS) or Doctorate preferred
- At least 1 degree must be in a relevant field.
- Five years of relevant experience facilitating adult learning programs and coursework required.
- Demonstrated experience analyzing, designing, developing, implementing and evaluating adult learning programs and coursework.
- Demonstrated expertise in applying adult learning theory (andragogy) and neurocognition.
- Experience with online learning instructional design.

**Additional Desirable Qualifications:**

Adult Learning Theory, Neurocognition, Education Psychology

- Deep understanding, knowledge of adult learning, neurocognition, workplace learning and performance psychology theories, strategies and applications.
- Highly skilled delivering an array of learning approaches to a wide variety of learners.
- Ability to work effectively across many internal and external operational, and administrative teams and groups to optimize learning, create a seamless learner experiences and resolve issues that may negatively impact the learner experience.

**Curriculum Development Instructional Design Qualifications:**

- Extensive experience assessing, designing, developing, evaluating, teaching, training and facilitating successful learning solutions. Provide leadership in the design, development, and delivery of learning initiatives, using multiple methodologies and platforms, including classroom and virtual classroom sessions, web-based events and online training courses.
- Knowledge of and skilled at a variety of instructional technologies ranging from effective use of learning management systems to effectively employing interactive technology.
- Ability to create, facilitate and evaluate quality customized training content in different delivery modalities. Facilitate and present training and learning programs across an organization to a variety of learning levels. Differentiate performance concerns that require training from those that require performance mentoring/coaching.

*The University of New Hampshire Cooperative Extension is an equal opportunity educator and employer.  
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