



Title:	Extension Educator – Community Economics and Tourism
Appointment:	Full-time, Assistant Extension Professor (9623)
Program Area:	Community Vitality / Community Economics / Tourism Center
Location:	Regional Extension Office, Brainerd
Application Review:	September 13, 2019; open until filled

ABOUT THIS POSITION

This position is a joint position of Community Economics and the Tourism Center within the Center for Community Vitality. The educator will report to the Community Economics Program Leader as the principal administrative lead who will coordinate with the Tourism Center Director on work assignments and evaluation. The educator will collaborate with Extension educators and regional directors located across the state to fulfill Extension's mission. A major statewide focus of the educator will be the tourism industry as part of community economic development.

Extension educators meet program area outcome and impact goals through education, outreach, and applied scholarship and by leveraging University of Minnesota resources for and with communities. As scholar/practitioners, they create and use applied research to help communities make decisions that strengthen the vitality of their local economies. Educators design, develop, deliver, teach and evaluate tourism-focused programs and applied research based on the needs of stakeholders.

Examples of current (but not all) programs in Community Economics include (1) Making It Home, (2) Retail Trade Analysis and (3) Business Succession. Examples of current (but not all) programs in the Tourism Center include (1) At Your Service: Working with Multicultural Customers and (2) tourism development including the Tourism Assessment Program. For information about specific Extension programs and initiatives, go to <https://extension.umn.edu/community-development>.

RESPONSIBILITIES AND PERFORMANCE EXPECTATIONS

Within the context of meeting Extension and Community Vitality missions and alignment with program frameworks and team priorities, the CE/TC Educator will:

Deliver Educational Programming

- In collaboration with both CE and TC program teams design, develop, market, deliver, and evaluate educational programs based on scholarly theory/research and appropriate to the intended audience.
- Assume program leadership for one or more programs as determined by the Tourism Center Director in collaboration with the Community Economics Program Leader
- Ensure that Extension programs, facilities and committees are accessible to new, diverse and historically underserved audiences
- Contribute to the success of program teams through effective teamwork and collaboration

Enhance Scholarship

- Use and conduct scholarly/scientific applied research in community economics and tourism as a scholar practitioner

- Continue professional development in scholarship/research and program development, and delivery via conferences, workshops, self-directed study, or graduate work

Conduct Outreach

- Develop and maintain effective local, regional, university and state partnerships that further the development and delivery of Extension educational programs.
- Represent Extension through service on University, community and/or state boards as appropriate for the position and the work.

Administer Programs and Staff Development

- Manage program support functions such as contract/fiscal management, marketing, public relations, and data management in collaboration with the Community Economics Program Leader and Tourism Center Director.
- Generate funds and resources to support educational programs and applied research through fee for service, third party reimbursement, and grants.
- Collaborate with the Community Economics Program Leader and Tourism Center Director to establish, evaluate and report on annual work goals, activities, impacts and outcomes that align with Center for Community Vitality area priorities and demonstrate progress on criteria associated with promotion in Extension academic rank.
- Use appropriate technology to accomplish work plan goals
- Foster and contribute to a positive work climate
- Actively participate in staff development activities, meetings, calls, and conferences
- Manage professional performance systems, including annual performance review, professional plans of work and promotion
- Make contributions based to the six promotion criteria: program leadership, extension teaching, scholarship, engagement, program management and service

REQUIRED QUALIFICATIONS

Education:

- A Master's degree at time of appointment.
- Formal education should include significant coursework in community development, tourism or hospitality, economic development, business, adult education, or a closely related field.

Experience:

- Minimum of two years of related post-Bachelors-degree professional experience related to the broad goals of this position. Relevant settings for this experience could include state, regional or local government or development agencies, tourism or hospitality organizations and businesses, Extension, higher education or interest-based organizations and/or foundations.
- Professional experience in establishing and maintaining effective working relationships with colleagues, partners and stakeholders.

Skills/Abilities:

- Excellent written and oral communication skills in English
- Evidence of effective public presentations to community groups
- Demonstrated ability to design, develop, deliver and evaluate research-based educational programs for adults based on adult learning principles/andragogy
- Experience with Microsoft Office programs including Word, Excel and PowerPoint; evidence of using technology for communication, information finding, program delivery and reporting

- Commitment to professional development

Appointment also requires:

- Travel within the state and occasional work evenings and/or weekends.
- Valid driver's license, own means of transportation, and legally required vehicle insurance.
- Cell phone for work purposes and the phone number published publicly.

PREFERRED QUALIFICATIONS

- Multiple years of related professional experience post-Bachelors-degree
- Ability to seek out, analyze, and communicate new information, data, and approaches that would be of use to community and economic development decision makers.
- Experience with online teaching methods including Canvas or similar platforms
- Experience working with diverse audiences, organizations and communities
- Demonstrated experience in group leadership and facilitation skills
- Fluency at a basic, intermediate or advanced level in a language other than English such as Spanish, Somali, Hmong, or other language commonly spoken in Minnesota.
- Ability to implement and meet administrative responsibilities necessary for effective project, budget, grants and program management and implementation

BENEFITS/APPOINTMENT

1. The position has an annual University academic professional and administrative appointment as Assistant Extension Professor, Job Code 9623.
2. The Extension Educator position carries Extension academic rank. Rank is assigned at hire contingent on education and professional experience and accomplishments. Successful advancement in rank is expected and contingent on accomplishments as an Extension Educator as governed by Extension's promotion system policies and procedures.
3. The appointment is reviewed for renewal annually, with continuation dependent on performance, results, availability of funds, and program needs.
4. University of Minnesota appointment and benefits, including medical, dental, and life insurance, can be found at <https://humanresources.umn.edu/new-employees/benefits-summaries>.
5. Reimbursement for travel and subsistence is available in accordance with University policy.
6. Salary commensurate with education and experience.

ABOUT EXTENSION AND CENTER FOR COMMUNITY VITALITY

The University of Minnesota Extension is a major outreach arm of the University of Minnesota, a land grant institution with a mission to serve the public through applied research and education. The mission of the Extension is: *Making a difference by connecting community needs and University resources to address critical issues in Minnesota.* More information is available at <http://extension.umn.edu>.

As one of four Extension centers, the Center for Community Vitality includes faculty, educators and staff specializing in Community Economics, Tourism and Leadership and Civic Engagement. Center for Community Vitality programs foster effective community decision-making and strengthen collaboration and leadership for the common good. The short mission statement is "Helping communities choose and create their desired future."

The Community Economics (CE) team works with Minnesota communities as they develop their economic strategy, offering education, research, analysis and advice. With solid research and informed action, communities can chart courses that are realistic, well-informed, and supported by the community.

The Tourism Center (TC) delivers applied research and education to help communities enhance tourism efforts to diversify a local economy, strengthen capacity and make tourism more successful.

Leadership and Civic Engagement programs and applied research help communities strengthen social capital, develop and strengthen capacity for local leadership, civic engagement and productive public discussion, collaboration and decision making related to the public good.

TO APPLY:

Please apply online at: <https://extension.umn.edu/about-extension/careers>, Job Opening ID: 332499

Applications must be submitted online. To be considered for this position, please click on the Apply button and follow the instructions. You will be given the opportunity to complete an online application for the position. Please include the following attachments with your online application:

- Cover letter
- Resume or Vitae

Three professional references and transcripts for all college work (unofficial transcripts are acceptable) will be required during the interview process.

Additional documents may be attached after the application by accessing your "[My Job Applications](#)" page and uploading documents there.

To request an accommodation during the application process, please email employ@umn.edu or call 612-624-UOHR (8647).

For questions about this position, contact:

Bruce Schwartau, Program Leader, Community Economics, bwschwar@umn.edu.

Cynthia Messer, Director, Tourism Center, cmesser@umn.edu.

For questions about applying online, contact:

Tiffany McMillan, Extension Human Resources, tiffmcm@umn.edu.

Any offer of employment is contingent upon the successful completion of a background check. Our presumption is that prospective employees are eligible to work here. Criminal convictions do not automatically disqualify finalists from employment.

The University of Minnesota Extension shall provide equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.