



**EXTENSION SPECIALIST
COMMUNITY LEADERSHIP DEVELOPMENT**

Position Announcement

Title: Community Leadership Development Specialist
Extension Center: Community Vitality
Location: 4th floor Coffey Hall
Application review begins: February 15, 2010

ABOUT EXTENSION

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 University of Minnesota Extension is: *Making a difference by connecting community needs and University resources to address critical issues in Minnesota.*

As one of four centers, the Extension Center for Community Vitality makes a difference by engaging Minnesotans to strengthen the social, civic, economic and technological capacity of their communities through the faculty and staff in its two program areas: Leadership and Civic Engagement (LCE) and Community Economics (CE). The center is led by the Associate Dean for Community Vitality and Public Engagement. LCE helps communities strengthen social capital, make informed decisions, encourage and develop local leadership and create productive public forums. CE helps communities retain and expand local business, know and grow the retail sector, make informed public finance decision and develop successful tourism opportunities.

LOCATION OF POSITION

The Community Leadership Development Specialist position will be located Coffey Hall, on the St. Paul campus of the University of Minnesota.

ABOUT THE CANDIDATE AND POSITION

With a doctorate in a related-field (e.g., leadership, community psychology, educational psychology, community development, sociology, political science or related field), the culturally-competent successful candidate brings experience in the design, evaluation and applied research related to programs and initiatives in community leadership development for communities of place, identity and/or interest.

Having contributed broadly to individual leadership development, community-building initiatives and community development, the successful candidate will bring an enthusiasm for connecting leadership to community impacts, working with colleagues (Extension educators, University faculty and staff, Extension colleagues and other subject matter experts) to deliver,

refine and develop programs and initiatives that produce measurable learning outcomes and demonstrate community impacts.

The Community Leadership Development Specialist will (1) provide staff and professional development opportunities for Extension educators and (2) collaborate with the program leader in Leadership and Civic Engagement, other Center faculty and staff on evaluation, applied research, materials development, program development and other projects focusing on ensuring relevance and empirical support for community leadership development offerings at the individual and community levels.

This position will also be involved in designing, participating in and/or implementing community initiatives. Current examples include *Horizons* (funded by the Northwest Area Foundation) which is focused on reducing poverty through building leadership capacity. For information about any of the Extension programs mentioned above, go to www.extension.umn.edu/community/

This position reports to the Associate Dean, Extension Center for Community Vitality.

RESPONSIBILITIES AND PERFORMANCE EXPECTATIONS

- Collaborate on the design, marketing, delivery and evaluation of educational programs and applied research appropriate to the audience and ensuring a basis in the relevant scholarly literature.
- Coach other program staff in Leadership and Civic Engagement in the application of scholarly literatures to community leadership development offerings, in conjunction with the program leader in Leadership and Civic Engagement,.
- Design, adapt and develop educational materials (guides, curricula, etc.) that address local and/or regional needs, including those of new, diverse and historically underserved audiences.
- Actively participate in staff development and program team activities within Extension, the Center for Community Vitality and the Leadership and Civic Engagement program area.
- Develop activities and partnerships that garner resources to support educational programs and applied research, including, but not limited to, seeking grants for community leadership development efforts (programs, initiatives, evaluation, applied research, etc.) that advance the overall goals of the program area, center, and Extension.
- Conduct applied research in community leadership development and contribute to the field through peer-reviewed publications and professional presentations.
- Develop an annual professional plan of work that demonstrates progress on criteria associated with the Extension academic rank process.
- Foster and contribute to a positive work climate with colleagues, advisory groups, audiences and partnerships.

REQUIRED QUALIFICATIONS

Education: A doctoral degree at time of appointment in leadership development or studies; organizational development; educational psychology; community or social development; communication; public policy, planning and/or administration; community psychology; sociology; and/or a closely related field. Formal education should include coursework, evaluation and research in areas such as leadership studies (personal and/or community),

understanding group and/or community dynamics, adult learning, planning & evaluation of educational programs, community development and/or closely related areas.

Experience: At least three years of related post-doctoral professional experience in community leadership development and education as well as program evaluation and/or applied research. Relevant settings for this experience might come from higher education; adult education; Extension; state/regional/local government or development agencies; community or interest-based organizations and/or foundations.

Skills/Abilities: Excellent written and oral communication skills in English; ability to conduct and integrate research-based knowledge into program design, development of educational materials and curricula, and program evaluation; experience in establishing and maintaining effective working relationships with colleagues, partners and stakeholders; evidence of using technology for teaching, communication, information-gathering, program delivery and/or reporting; and, commitment to professional development.

PREFERRED QUALIFICATIONS

- Demonstrated success in working with individuals, organizations and communities having a variety of cultural, ethnic, language and/or literacy backgrounds.
- Experience working with the spectrum of emerging to advanced leaders
- Skilled in the use of educational technology in the area of leadership development and education.
- Knowledge and experience in the use of Web 2.0 and other Internet technologies to achieve educational goals and community impacts through leadership development.
- Implementation of and applied research on community-based programs and/or projects on behalf of large, public organizations or institutions.
- Creating, leading and/or facilitating multi-sector community-based collaborations among businesses, foundations, schools (at any level), government or non-profits.
- Demonstrated ability to garner resources and funds through grants and program fees.
- Fluency at basic, intermediate or advanced levels in a language other than English.

BENEFITS/APPOINTMENT

1. The Extension Specialist position has an annual University academic professional appointment and Extension academic rank.
2. The appointment is reviewed for renewal annually, with continuation dependent on performance, results, availability of funds, and program needs.
3. The position carries Extension academic rank. Successful advancement in rank is expected and contingent on accomplishments as an Extension Specialist.
4. University of Minnesota appointment and benefits, including health and life insurance. Benefits are listed on the University of Minnesota Human Resources web page: www.umn.edu/ohr/eb.
5. Reimbursement for travel and subsistence is available in accordance with University policy. Successful applicant must provide their own means of transportation, maintain their driver's license and carry legally required vehicle insurance.
6. Salary commensurate with education and experience.

TO APPLY

Please attach your cover letter; resume or vita at <https://employment.umn.edu/applicants/Central?quickFind=84732>.

Three professional letters of reference, and transcripts for all college work (unofficial transcripts are acceptable) are also required to complete your application. To submit three professional letters on-line; you can attach them to the "references" section of the "optional documents." To submit your unofficial transcripts on-line; you can attach them to the "Additional Document" section of the "optional documents".

Three professional letters of reference and your unofficial transcripts that cannot be submitted online should be sent to or if you have questions about applying online please contact:

Naaz Babvani
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APPLICATION REVIEW

The review of applications begins on February 15, 2010. Position will remain open until filled.

*To check the status of your application, log-in to the University of Minnesota employment website at <https://employment.umn.edu/>. To log-in, you will need the user name and password you create when you apply for the position.

**Any offer of employment is contingent on the successful completion of a background check.

The University of Minnesota Extension is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status or sexual orientation.