SAMPLE POSITION DESCRIPTION - SPECIALIST IN COOPERATIVE EXTENSION
APM 334 – All Ranks

(Note: The position description should focus on a description of the position, including duties, responsibilities, expectations and criteria for productivity. It should NOT include the qualifications of the candidate).

NATURE AND PURPOSE

(The following general statement describes the role of a Specialist in CE. It should be included in any position description.)

The position of Specialist in CE is one of statewide leadership toward University colleagues, agricultural industries, consumers, youth, policymakers, environmental agencies, and other public agencies. The Specialist in CE is expected to keep campus and county colleagues and clientele apprised of emerging issues and research findings and directions; to work with them to develop ways of applying research knowledge to specific problems; and to provide educational leadership and technical support for county staff and clientele. The Specialist in CE is a primary liaison with University research units. He or she is expected to provide leadership, facilitate teamwork, develop collaborative relationships with colleagues, and ensure appropriate external input into the planning of research and educational programs by the Agricultural Experiment Station and Cooperative Extension. The Specialist in CE cooperates with and encourages county-based Extension staff in affirmative action programs to identify minorities and to ensure that Extension programs are made available to them. The Specialist also identifies and considers the needs of all relevant major clientele groups in the planning, development, and execution of applied research and education programs. The Specialist in CE is evaluated for merit and promotion using four basic criteria. Because the Specialist's role is unique, activity within the four criteria may vary. Evaluation should therefore be based on the specific responsibilities for the position listed below.

MAJOR RESPONSIBILITIES

(Specific responsibilities associated with the particular appointment and subject matter area should be developed using the following list of general responsibilities associated with the Specialist in CE position.)

1. EXTENSION TEACHING (---%)

    A. Provide leadership for planning and coordination of statewide Extension education and information transfer programs related to areas of responsibility. Facilitate coordination of work group activities with appropriate Division planning groups.

    B. Educate and serve as a teaching resource person in areas of expertise for County/Area CE Advisors via individual consultations, conferences, workshops, or other means.

    C. Present information on areas of responsibility at industry and public workshops, meetings, short courses, field demonstrations, and other educational programs, independently or in conjunction with county staff where the resources are available.

D. Prepare and evaluate educational materials--such as publications, newsletters, slide sets, videotapes, and computer software--to extend subject matter information to county staff and the public sector.

E. Develop and maintain information databases. Systematize knowledge, technologies, and practices for areas of expertise.

F. May participate in the teaching programs (via lectures and seminars) in relevant campus-based courses. (Term length resident classroom instruction is not normally an appropriate activity for a full-time Specialist in CE).

G. May participate in graduate education activities of the Graduate Groups of which he or she is a member.

2. APPLIED RESEARCH AND OTHER CREATIVE WORK (---%)

A. Provide leadership for planning and coordination of applied research activities related to areas of expertise with departmental and other researchers. Encourage interdisciplinary collaboration and Division workgroup participation.

B. Plan, conduct, and publish results of applied research or creative activity designed to resolve significant issues independently, or more commonly, in collaboration with other research and Extension personnel (including CE Advisors).

C. Plan, coordinate, and/or conduct adaptive research and test systems of selected technologies and practices, in collaboration with Division personnel, clientele group members, other public sector agencies, and private sector organizations.

3. PROFESSIONAL COMPETENCE AND ACTIVITY (---%)

A. Participate in appropriate professional societies and educational organizations; this includes serving on committees.

B. Review research proposals, journal manuscripts, and publications related to areas of expertise.

4. UNIVERSITY AND PUBLIC SERVICE (---%)

A. Provide leadership for nonformal education of end users, intermediate users, and the general public regarding issues relevant to areas of expertise.

B. Maintain liaison and respond to regulatory, state, and federal agencies, external groups, industry organizations, and the mass media on issues related to areas of expertise.

C. Participate in activities of committees within the department, college, campus, DANR, and other University entities.

D. Interact with Specialist in CEs and scientists in other states and countries.

AFFIRMATIVE ACTION

Affirmative action and nondiscrimination are integral to each of the above position responsibilities. Specific responsibilities include, but are not limited to, the following:

A. Comply with all applicable federal and state laws and regulations and all University, campus, and Division policies and procedures related to civil rights, affirmative action, and equal employment opportunity.

B. Promote, in all ways consistent with the other responsibilities of this position, campus and Division outreach/diversity efforts.

C. Collaborate with, and provide guidance and counsel to, County CE staff to ensure nondiscrimination and equal opportunity at the county level.

Specialist in Cooperative Extension	Date
Department Chair	Date
Dean	Date