



Working Title: Assoc. Director, Extension Integrated Pest Management (EIPM) Program
Appointment: Education Program Specialist 2 (9745S2), Professional Administrative
Location: Full-time, University of Minnesota, St. Paul Campus
Program Area: Extension Center for Agriculture, Food and Natural Resources (AFNR)
Reports To: Assoc. Dean, AFNR, University of Minnesota Extension
Application Review: **February 7, 2020 initial deadline;** Open until filled

ABOUT THIS POSITION

As the Assoc. Director of the Integrated Pest Management (IPM) program, the successful applicant is expected to work closely with Extension administration to strategically integrate the program's research and education activities. Key roles of the position include:

- Provide strategic direction, statewide leadership of the IPM program, aligned with national IPM goals (USDA-NIFA), North Central Region initiatives, and UMN Extension goals
- Maintain nationally competitive external funding for IPM (e.g., USDA)
- Promote and facilitate the implementation of IPM programs across disciplines
- Integrate IPM programming with Extension Crops & Horticulture teams, and the Pesticide Safety & Environmental Education (PSEE) program
- Supervise IPM staff

The IPM program provides statewide education and leadership for all aspects of pest management related topics, including the current national and state goals to reduce the economic and environmental risks of agronomic and horticultural crop production. This is particularly true for Minnesota's diverse agro-ecosystems, where a renewed focus includes environmental stewardship goals for key resources such as surface and ground-water, pollinators and wildlife. Specific IPM challenges currently include both endemic and invasive insect/mite, plant pathogen and weed pests of agronomic and horticultural crops. Multifaceted IPM programs are developed based on needs assessments and faculty and team-based applied research. Programs are delivered via educational meetings, field days, newsletters, IPM podcasts, webinars and supporting web sites. IPM programs are frequently updated to meet the sustainability goals of stakeholders, by minimizing economic, health and environmental risks. The IPM program builds partnerships with Extension Educators, Extension Specialists and collegiate faculty, as well as faculty at the Research & Outreach Centers (ROC) in Minnesota, to participate in numerous annual educational programs – primarily focused on the needs of growers and agricultural professionals working with field and horticultural crops. Educators and faculty also maintain an active partnership with the PSEE program, and Private Pesticide Applicator Training (PPAT), where ~17,000 certified farmers and other agricultural producers annually receive educational training necessary for certification.

The IPM program is seeking a person with extensive pest discipline training, and the leadership and communication skills necessary to work well with University of Minnesota Extension staff, state agencies, and federal partners, to achieve national and state IPM goals. The successful candidate will have previous experience in one or more pest disciplines that builds on the technical foundation of the program, its staff, and partners (see qualifications for specifics). This position reports to, and is accountable to, the Associate Dean, Agric. Food and Natural Resources (AFNR), of University of Minnesota Extension, for program vision and goals, performance evaluation and personnel direction.

Major Areas of Responsibility

1. Program Direction and Administration (65%)

- a. Provide strategic direction and operational management for the IPM program.
- b. Build and maintain relationships with key state, regional, and national partners, including the UMN, Minn. Dept. of Agric. (MDA), other state agencies, industry, and Environmental Protection Agency (EPA), among others.
- c. Serve as an IPM liaison within UMN Extension, as requested, regarding IPM issues within Minnesota, for example, with legislators, government agencies, industry, special-interest organizations, the media and general public.
- d. Represent the IPM program at state, regional, and national meetings.
- e. Provide oversight and guidance in business/fiscal sustainability of this program, which includes preparing 3-year USDA-NIFA grant applications, seeking additional appropriate grants, contracts and other sources of funding to support and enhance IPM's educational outcomes.
- f. Develop and maintain business and operational plans for major IPM educational objectives (via USDA-NIFA funding), including: strategic positioning, stakeholder and learner engagement, operations, marketing, financial management and evaluation for continuous quality improvement.
- g. Supervise up to three full- and part-time administrative and educational staff. This includes ensuring the employees are conducting their responsibilities as described in their annual plan of work and performing annual performance reviews.
- h. Provide leadership for developing and submitting program comments regarding proposed state and federal regulations pertaining to IPM.
- i. Maintain records and assist with preparation of reports on IPM activities and outcomes.
- j. Ensure that annual reports, impact statements, and other regular reporting are completed in a timely manner.

2. Educational Development, Implementation and Leadership (30%)

- a. Design, develop, deliver and evaluate educational programming based on scholarly/scientific theory and research and that are appropriate to meet the diverse learner needs of IPM clientele.
- b. Lead and support IPM teams to develop, foster and maintain effective partnerships with Extension county, regional, campus and other university faculty and staff in the development and delivery of IPM education.
- c. Provide leadership to engage IPM learners, stakeholders, subject matter experts and others interested in pesticide safety education at the state, regional and national levels, including public, tribal, not-for-profit and private sectors to provide appropriate researched- based content and guide the use of relevant educational methods and delivery for diverse learners.
- d. Continue to learn and use technology for educational program design, development, delivery, reporting, communication and marketing.

3. Individual Professional Development, Scholarly Work and Service (5%)

- a. Continue professional development in scholarship, content expertise, and program development and delivery via conferences, self-directed study and/or other appropriate means of maintaining a high level of expertise.
- b. Participate in service activities such as committees, projects and other efforts in Extension, at the University and with state or national organizations and professional societies.
- c. Participate and succeed in progress regarding professional performance including annual performance review, professional plan of work and promotion.

- d. Participate in state, regional and national government, and related professional organizations as a core part of professional development and opportunities to build collaborative partnerships.

Required Qualifications:

1. Master of Science (MSc) degree in one or more pest disciplines, including entomology, plant pathology, weed science, or related pest discipline
 - Related subject areas may also include agronomy, applied ecology, horticulture, or similar applied science field.
2. At least four (4) years of professional or other work experience and/or educational specialization related to two or more of the following:
 - Extension education, or other forms of adult education
 - Demonstrated excellence in oral & written communication skills
 - Educational program design
 - Pest management in agronomic and/or horticultural crops,
 - Applied research related to one or more pest disciplines, relevant to agriculture,
 - Industry experience in one or more pest disciplines
3. Strong formal and interpersonal verbal, written, social media or other communication skills.
4. Previous educational leadership and/or project management skills and experience.
5. Supervisory experience
6. Fiscal/budget management experience
7. Experience working with stakeholders, faculty and external agencies, including those from culturally diverse backgrounds.
8. Proficient in routine computer and Internet skills (e.g., MS Office, Google Suite, content management systems, etc.)
9. Must be able to meet the travel requirements of the position. Travel includes overnight and multi- day trips to state, regional, and national trainings, meetings, and conferences.

Preferred Qualifications

1. PhD degree in one or more of the pest disciplines is strongly desired (e.g., entomology, plant pathology, weed science).
2. Experience in extension, adult or other non-formal education settings and demonstrated ability to utilize principles of adult education in the development of educational materials or courses.
3. Ability to successfully multi-task and complete efforts in educational program design, development and delivery.
4. Previous experience in writing grant proposals and securing external funding.
5. Ability to integrate researched-based and technical information from scientific and educational literature and from subject matter experts across academic disciplines, industries and professions to produce effective learner-focused educational materials.
6. Familiar with the use of educational software and technology including webinars, internet conferencing, social media or on-line course management.
7. Successful experience managing programs, operations, budgets, and staff
8. Demonstrated ability to promote and support a diverse and inclusive work environment

APPOINTMENT

This position is a full-time, 12-month, annually renewable, academic professional and administrative (P&A) appointment; reappointment contingent upon successful performance and availability of funding. Reimbursement for travel and subsistence is available in accordance with University policy. (Must use personal cell phone, provide own means for traveling throughout the state, valid driver's license and legally required vehicle insurance). Classification salary range is \$39,200-\$92,100. Salary commensurate with education and experience.

ABOUT EXTENSION and IPM

The University of Minnesota Extension is the major outreach arm of the University of Minnesota (UMN), a land grant institution with a mission to serve the public through applied research and education. The mission of the UMN-Extension is making a difference by connecting community needs and University resources to address critical issues in Minnesota. <https://extension.umn.edu/>

The UMN-Extension IPM program was established in the early-1970s, within the land grant university, Extension organization in every state through US Congressional funding. Primary funding is through USDA-NIFA. The program works with numerous UMN Extension Educators across the state, as well as campus faculty in the College of Food, Agricultural and Natural Resources Sciences. The program also works within the University to build a workforce knowledgeable about IPM and to advance IPM goals to key clientele groups, including farmers of agricultural and horticultural crops, organic growers, crop consultants, and agric. professionals who advise farmers. These interactions may involve undergraduate and graduate students, interns, and Extension educators.

TO APPLY

Please apply at: <https://extension.umn.edu/about-extension/careers>, **Job Opening ID: 334999**

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:

- 1. Cover letter**
- 2. Resume/Vitae**
- 3. Three professional references and contact information** (including at least one from a supervisor, during the past 5 years)
- 4. Transcripts for all college/graduate work** (unofficial transcripts are acceptable) must be submitted at the time of application.

Additional documents may be attached after the application by accessing your "[My Job Applications](#)" page and uploading documents in the "My Cover Letters and Attachments" section. Full instructions can be found at, <https://humanresources.umn.edu/find-job/using-job-app-system>.

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

For questions about applying online, please contact:

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

For questions about this position, please contact:

Dr. Bob Koch, Chair, Search Committee, koch0125@umn.edu.

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

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.