



POSITION ANNOUNCEMENT

Requisition Number - 340412

July 26, 2008

Ohio State University Extension
Human Resources
2120 Fyffe Road, Room 10
Columbus, OH 43210-1084

Phone: 614-292-5683
Fax: 614-292-5100
<http://extensionhr.osu.edu>

POSITION: County Extension Educator
Community Development

LOCATION: Wyandot County
Headquarters in Upper Sandusky, OH

DATE OPEN: Immediately

DEADLINE DATE: August 24, 2008



COUNTY PROFILE: County information may be found at the following web address: <http://wyandot.osu.edu/>

BRIEF JOB DESCRIPTION AND RESPONSIBILITIES: This position is co-funded by OSU Extension and the Wyandot County Economic Development Board for a minimum of three years. Working collaboratively with a team of Extension professionals and volunteers, the County Extension Educator will:

- Provide leadership for the development of educational programs in two main areas of emphasis: Economic Development and Regional Planning with a minor focus in the areas of Community Leadership and Public Issues Education.
- Plan, organize, produce and distribute educational materials and programming in collaboration with and for: elected and appointed public officials; local business community leaders; current and emerging influential community leaders; and community groups and organizations.
- Establish and foster collaborative opportunities with other local and regional community and economic development organizations to develop a strategic plan for economic development..
- Conduct community data analysis to increase the local knowledge base necessary for informed individual and community decision-making.
- Provide subject matter knowledge that assists the local community to effectively utilize state and federal community and economic development programs.
- Develop and work closely with local advisory committees to assess needs and assist in the development and evaluation of Extension programs.
- Effectively utilize various teaching methods to assist the community in implementing a balanced development approach emphasizing improvements in community quality of life, as well as economic gains.
- Develop an area of specialization within one of the Extension Community Development Areas of Emphasis consistent with local needs and personal interest.

- Establish membership and participate in professional organizations; participate in educational activities to stay current in community development strategies and trends.
- Effectively utilize various teaching methods to assist the community in designing a balanced development approach which considers the following economic development strategies: Retention & Expansion of Existing Business, Entrepreneurship Development, Expansion of Consumer Spending in the Community, Acquisition of Public Grants and Projects, Attraction of New Business.)
- Ensure diversity among potential clientele and learners and equal access to programs and facilities without regard to age, race, creed, color, handicap, sex, sexual orientation, developmental disability, national origin, marital status, arrest or non-program related conviction record.
- 10% of Educator's time will be dedicated to statewide issues.

QUALIFICATIONS: An earned Master's degree in the field of public administration, business administration, community planning, community development, applied economics or a related field is required. The successful individual will have strong written and oral communication skills and experience in working with diverse clientele and organizations. Demonstrated leadership ability in designing, promoting, implementing and evaluating educational programs and applying community development processes to the solution of community issues is sought. Networking, team building and collaborative skills are necessary. A willingness to work flexible hours with minimal supervision is expected. The successful candidate will be asked to complete, submit and have on file in the OSU Extension Human Resources Office a fingerprint criminal background report and a DMA (Declaration of Material Assistance) form before their start date.

SALARY: Commensurate with experience/credentials. Must provide own transportation with mileage allowance at \$0.505 per mile (03-19-08).

ANTICIPATED INTERVIEW DATES: Selected candidates will be invited to interview at Ohio State University's main campus on September 22, 2008 and in the county at a later date.

OTHER BENEFITS OFFERED: Group life, medical-surgical, major medical, hospitalization, vision, dental and disability insurance, retirement plans, Workers' Compensation, annual vacation, OSU fee allowance and sick leave.

TO BUILD A DIVERSE WORKFORCE OHIO STATE UNIVERSITY EXTENSION ENCOURAGES APPLICATIONS FROM INDIVIDUALS WITH DISABILITIES, MINORITIES, VETERANS, AND WOMEN. EEO/AA EMPLOYER. TDD# 1-800-589-8292.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION OFFICER: Garee W. Earnest, Ph.D., Leader, Human Resources, OSU Extension, 2120 Fyffe Road, Room 10, Columbus, OH 43210-1084

REGIONAL DIRECTOR, OPERATIONS: Dr. Jack Kerrigan, North Central Region, Ohio State University Extension, OARDC, Admin. Bldg., 1680 Madison Ave., Wooster, OH 44691.

TO APPLY: Complete application instructions at http://extensionhr.osu.edu/career/career_application.html To receive full consideration for this position, qualified applicants must submit the following materials:
1) Completed OSU online application at <http://jobs.osu.edu/> **Email items 2-5 to:** bahnsen.9@cfaes.osu.edu **2)** Cover letter **3)** Resume/Vita and list of experiences and abilities **4)** List of at least three professional references; include email addresses, names, addresses, phone numbers **5)** Official graduate and undergraduate transcripts showing the dates conferred (copies are acceptable); email as a pdf or have ordered transcripts sent to: Ohio State University Extension / Human Resources / Attention: Toni M. Bahnsen / 2120 Fyffe Road, Room 10 / Columbus, OH 43210. **Application materials must be submitted on or before the deadline date listed.**