



Human Resource Services

Annual Salary Range: \$30,811 - \$45,311

Status: Exempt

Position No:

AREA EDUCATOR

DEFINITION

This description may not include all of the duties, knowledge, skills or abilities associated with this position.

This is entry-level professional work for the Lincoln University Cooperative Extension and Research Department. The Area Educator will have a focus on youth and adult development and will be responsible for collaborating with a team of extension professionals and community representatives within the region to develop and implement programs with a focus on adult education, youth education, and computer literacy that will meet specific needs of communities in regards to development issues.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

(What duties are required for the position to exist? Estimate the percentage of time spent in each.)

- 10% Implement and evaluate a variety of programs that primarily benefit critically underserved at risk populations in the area.
- 10% Collaborate with state, federal, non-profit and community based agencies to provide a variety of educational outreach programs
- 10% Development and implement educational programs for schools, worksites, communities, and individuals; provides strategies that meet specified and measurable objectives.
- 10% Conduct programs that focus on community educational programs, developing partnerships, capacity assessments and other community development activities within specific areas.
- 10% Write grant proposals, solicit, secure extramural funding, and perform other duties as assigned by the 1890 Administrator.
- 10% Provide extensive public contact which includes interacting with various community, state and federal agencies
- 10% Develop, deliver and/or teach and implement programs that support youth, families, and farmers, community partners and other Lincoln University Extension staff.
- 5% Provide procedural assistance and training to local professionals, schools, community organizations, government agencies, businesses, and individuals.
- 5% Responsible for managing an operational budget as well as an Extension program budget resulting from grants and other extramural funding.
- 5% Work in partnership with the University of Missouri Extension to execute the responsibilities of this position.
- 5% Cultivate relationships with various community, state, and federal agencies to execute the responsibilities of this position.
- 5% Assists in determining staff and operational needs and staff training.
- 5% Exercises considerable independence and initiative in the performance of responsibilities; receives general administrative direction.

OTHER DUTIES AND RESPONSIBILITIES

(Responsibilities/important duties performed occasionally or in addition to the essential duties of the position.)

Other duties as assigned;

SUPERVISORY RESPONSIBILITIES

(Provide the number and type of employees supervised, level of authority to hire and make recommendations to fire.)

None

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

(Indicate which are required, preferred, or desirable. Include licenses and certifications.)

Introductory knowledge of research methods as applied to agriculture;

Ability to assist in the planning, development, implementation and evaluation of effective agricultural programs for various populations;

Ability to effectively communicate information and present ideas effectively to civic and community groups and public officials;

Ability to establish and maintain effective working relationships with other employees, community groups and the general public;

EDUCATION AND EXPERIENCE

(Indicate which are required, preferred, or desired.)

A Bachelor's degree from an accredited college or university with a minimum of 24 earned credit hours in agriculture;

A Master's degree preferred in Education, Social Science, Extension Education, Nutrition or other related field from an accredited college or university;

FISCAL RESPONSIBILITY

(Budgeting responsibilities, approval privileges on purchase orders and check requests, reporting and auditing functions).

None

EXTENT OF PUBLIC CONTACT

(Within and outside the University)

Extensive internal and external public contact which also include various community, state and federal agencies;

PHYSICAL DEMANDS

(Walking, lifting, equipment, operation, etc.)

1. Ability to sit at a workstation for extended periods
2. Occasional ability to lift, carry, and put away parcels weighing up to 25 pounds
3. Normal physical mobility, which includes movement from place to place on the job taking distance and speed into account
4. Normal physical agility, which includes ability to maneuver body while in place
5. Normal physical strength to handle routine office materials and tools
6. Normal dexterity of hands and fingers; Normal endurance
7. Normal coordination, including eye-hand, hand-foot

WORKING CONDITIONS AND ENVIRONMENT

(Necessary traveling, unusual work hours, unusual environmental conditions, etc.)

Normal 40 hours work week (8 am – 5 pm during regular class sessions; 7:30 am – 6 pm during summer work hours).

The work environment involves everyday risks or discomforts which requires normal safety precautions typical of such places as offices, meeting and training rooms.

Overtime work may be required on occasions, dependent on workload and work objectives.

Travel on occasion may be required as it relates to position's responsibilities;

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The functions, qualifications, knowledge/skills, and physical requirements listed in this job description represent the essential duties of the job, which the incumbent must be able to perform either with or without reasonable accommodation. The Job Functions listed do not necessarily include all activities that the individual may perform and, should not be considered an all-inclusive listing of the job requirements.