



Visiting Extension Outreach Associate Natural Resources, Environment and Energy

WETRANSFORMLIVES

Everything we do is designed to improve the quality of life of the people in the state of Illinois, across the nation, and around the world. We discover, develop, translate, and disseminate knowledge to address societal concerns and train the next generation of experts and leaders in a way that empowers them to expand the boundaries of science to higher levels of understanding and influence.

Be a part of our story. Through learning partnerships that extend knowledge and change lives, University of Illinois Extension provides educational programs aimed at making life better, healthier, safer, and more profitable for individuals and their communities. Illinois Extension has operated continuously for more than 100 years connecting the citizens of Illinois to their land-grant university by providing educational programming around the state. University of Illinois Extension is based in the College of ACES and works with all colleges and units of the University of Illinois at Urbana-Champaign.

Position Overview

The Visiting Extension Outreach Associate, Natural Resources, Environment and Energy serves as a full time, 12-month academic professional directly reporting to the Extension Assistant Dean/Program Leader for Natural Resources, Environment and Energy. This position will work closely with the Extension Educators and Specialists as well as faculty researchers of the Entomology department and other College of ACES departments as appropriate at University of Illinois Urbana Champaign (UIUC) to ensure that pollinator-related local, regional and state program objectives are met.

The Visiting Extension Outreach Associate's primary responsibilities are to focus on enhanced programming opportunities to strengthen Pollinator and Insect Biodiversity programs and pilot new relevant programs. Person hired in this position will lead and coordinate I-Pollinate and other related pollinator-centric activities, including collaborative beekeeping projects with the Illinois Department of Agriculture. This position will coordinate efforts at Unit, Region and State levels, and aid in program planning, implementation, and evaluation.

One full-time position is available.

Location: Urbana-Champaign Campus

Program Planning, Management and Evaluation

- Oversee and aid in development of Extension and Public Engagement programs related to pollinators, beneficial insects, and beekeeping
- Oversee and coordinate research and engagement projects involving beekeepers and beekeeping stakeholders
- Communicate issues related to pollinators and insect biodiversity with relevant stakeholder groups
- Develop and deploy extension program materials in written and verbal formats
- Coordinate extension or related activities with multiple independent institutions and departments

Application Due

March 14, 2022

Proposed Start Date

As soon as possible after the closing date

Salary

Commensurate with experience and qualifications

To Apply

Go To: <http://go.illinois.edu/159610>

Log in to your account and upload a cover letter and resume, as well as the names and contact information of three professional references

More Information

The position is a temporary, full-time, benefits eligible, non-tenure academic professional position appointed on a 12-month service basis. The position may become non-visiting at a later time dependent upon funding and/or programmatic needs. Generous vacation and sick leave. State Universities Retirement System. Group health, dental, vision and life insurance.

This is a security-sensitive position. Comprehensive background checks, including but not limited to a criminal conviction information check, and a review of the Registered Sex Offender list, will be conducted.

- Lead or participate in efforts to secure funding for extension and engagement goals within the scope of the program.
- Coordinate and perform data collection from community science or related projects and programming
- Evaluate, conduct, and maintain data to show program impacts. Identify and liaise with relevant state and national agencies and groups to identify opportunities for stakeholder and public engagement
- Establish, maintain and nurture connections with relevant stakeholder groups
- Lead workshops and educational events for the public centered on insect or pollinator biodiversity and conservation
- Lead workshops and educational events on managed pollinator sustainability, including beekeeping education
- Develop content, organize and facilitate meetings (agenda setting, speaker/ panel composition and invitation, drafting technical or background information)
- Assign work and responsibilities for various aspects of meeting implementation (invitation, venue and accommodations reservation, agenda, name cards, parking, catering, hosting socials, travel reimbursement) to appropriate staff
- Represent Extension as a whole and in individual projects at funding agencies and advisory bodies by describing or addressing questions pertaining to the program and the projects
- Participate, as appropriate, in activities in support of Extensions broader mission, including at Extension state, regional, and national network meetings

Program Reporting

- Prepare press releases in partnership with Extension's Communicating and Marketing team related to farm stress initiatives and manage program updates to website as needed
- Facilitate monthly newsletter and social media efforts to highlighted program impacts.
- Create or assist with quarterly and annual progress reports. Develop and prepare press releases in partnership with Extension's Communicating and Marketing team related to pollinator initiatives and manage program updates to website as needed
- Facilitate monthly newsletter and social media efforts to highlight program impacts
- Create or assist with quarterly and annual progress reports

Organizational Requirements

- Comply with all University of Illinois Extension Affirmative Action/Equal Opportunity policies and guidelines in all aspects of Extension work; assist unit staff with data collection for Affirmative Action, Gender, and Targeted reports as needed.
- Perform other duties that contribute to the mission of University of Illinois Extension programming, as assigned.
- Limited intrastate travel may be required.
- To perform the functions of this position, the employee will be required to perform work both within an office and outside in the communities that are served, and must have the capability to travel from one location to the other in a timely fashion. Employee is responsible for securing personal transportation. A valid driver's license is preferred. Some work will be required during evenings and/or weekends. When working, the employee may be exposed to a variety of environmental factors to include, but not limited to, hot or cold weather, exposure to noise and allergens, and uneven ground. In performing the functions of this position, the employee may be subjected to various mental and physical demands as well to include, but not limited to, independently traveling to and performing work at different locations, lifting and moving items that may occasionally weigh up to forty (40) pounds and frequently weigh up to twenty (20) pounds, and twisting, pushing and pulling movements. More detailed information regarding the functions of this position (including the physical, mental and environmental requirements of the position) may be obtained from Human Resources for the College of Agricultural, Consumer and Environmental Sciences (ACES) by contacting hr@aces.illinois.edu.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Convictions are not a bar to employment. The University of Illinois System requires candidates selected for hire to disclose any documented finding of sexual misconduct or sexual harassment and to authorize inquiries to current and former employers regarding findings of sexual misconduct or sexual harassment. For more information, visit [Policy on Consideration of Sexual Misconduct](#) in Prior Employment. The University of Illinois must also comply with applicable federal export control laws and regulations and, as such, reserves the right to employ restricted party screening procedures for applicants.

As a qualifying federal contractor, the University of Illinois System uses [E-Verify](#) to verify [employment eligibility](#).

The University of Illinois is an Equal Opportunity, Affirmative Action employer that recruits and hires qualified candidates without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability or veteran status. For more information, visit <http://go.illinois.edu/EEO>.

University of Illinois faculty, staff and students are required to be fully vaccinated against COVID-19. This employment offer is contingent on your timely submission of proof of your vaccination. If you are not able to receive the vaccine for medical or religious reasons, you may seek approval for an exemption in accordance with applicable University processes.

Qualifications

Required:

- Bachelor's degree in biology, entomology, environmental science, plant biology or related field. Candidates with a bachelor's degree in progress may be considered for interviews, but degree must be completed by hire date.
- Experience with organization or participation of outreach and/or extension events

Preferred:

- Strong organizational and managerial experience
- Data collection experience
- Experience creating, maintaining, or contributing to websites or newsletters
- Experience writing grants or other funding applications
- Experience with beekeeping

Knowledge, Skills, and Abilities:

- General entomological knowledge, especially relating to pollinators and insect biodiversity. Ability to work with wild and managed pollinators (including honey bees) in field setting. Excellent written and oral communications skills, including demonstrated presentation skills. Strong interpersonal skills and organizational skills. Ability to prioritize a varied workload, successfully manage timelines, and provide regular reports of activities/achievements. Interest in developing extension materials related to native pollinators, insect biodiversity, beekeeping, and insect conservation, an understanding and knowledge of data collection and management protocols, and an understanding of bee management and management practices, including beekeeping and other managed bee species is preferred.

Application Procedure

To apply, go to <https://go.illinois.edu/159610>. Log in to your account and upload a cover letter and resume, as well as the names and contact information of three professional references. Resume dates must be in month/year format and employment history, at a minimum, should include all work dating back to the completion of your undergraduate degree. Positions that were less than full-time/100% must be noted as being part-time. Transcripts may be requested at a later date. To receive full consideration, all requested application materials must be submitted via the online system by the close date of **March 14, 2022**.

For further information about the position please contact Shibu Kar at shibakar@illinois.edu. For technical assistance with the online application process, please email jobs@illinois.edu.

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