

**MSU Extension
Position Announcement
Agriculture & AgriBusiness Institute
Extension Educator – Farm Management
Southwest Michigan (located in either Van Buren or Kalamazoo County)**

As part of Michigan State University Extension (MSUE) and the Agriculture and Agribusiness Institute, this position will provide local as well as statewide leadership and educational programming expertise in Farm Management with emphasis on whole-farm business analysis. The successful applicants will work with farmers and agribusiness in their local areas as well as across Michigan. This position is located in some of Michigan's most intensive and diverse agricultural locations. This position will collaborate across work teams, Institutes and commodity groups, and work with faculty, specialists and educators for overall advancement of Michigan agricultural industries. This position will be the regional point-of-contact for Southwest Michigan leadership and educational programming expertise in farm management with an emphasis on farm business economic and financial analysis, business transition, income tax education, and general farm business management topics such as economics of technologies and return on investment. The successful applicants will design, implement and evaluate educational programming, that is research based, will address the needs of clientele groups; ensure dissemination of research-based information through various methods including multi-media, in-person education, social media, use of distance education technologies, written articles, bulletins, etc. The successful candidates will provide learning experiences and information for farmers and agri-business professionals that will contribute to enhancing profitable agricultural products, contribute to the short and long-term viability of farms, and the economic well-being of Michigan residents, and serve as an informational resource for Extension personnel.

CHARACTERISTIC DUTIES/RESPONSIBILITIES

- Develop, conduct and evaluate innovative educational programs that meet current and projected needs;
- Communicate and interact with farm and agribusiness groups to evaluate the needs of clientele;
- Work with farms and agribusiness on enterprise economic and financial evaluation to develop and maintain enterprise budget information, farm-based analysis and contribute to economic intelligence gathering, farm succession and business transition and agricultural tax management educational programming;
- Work within the Farm Management program to deliver whole farm benchmarking and cost/return information of statewide programming;
- Regularly complete farm-based analysis and contribute to economic intelligence gathering about Michigan agriculture (i.e. farm financial analysis);
- Review and assess research and policies as it pertains to farm business management in Michigan;
- Serve as an information resource to clientele, partners and Extension staff;
- Collaborate with MSU Extension staff to conduct and evaluate programming efforts;

- In concert with the MSUE work team(s), work with federal, state and county agencies to complete needs assessment of the community and develop effective programming;
- Author, produce and submit regular research-based educational articles;
- Develop and utilize appropriate media methods to communicate current and timely information, research results, and relevant industry updates, as well as a schedule of current and future activities;
- Actively participate in professional development opportunities;
- Gather and report programming outputs and impacts, to demonstrate program effectiveness and to guide future program priorities for MSUE, the Agriculture and Agribusiness Institute and the work group aligned with;
- Work to ensure that community needs assessments, program development and recruitment efforts include the engagement of Michigan's diverse residents across race, gender, socioeconomic class, disabilities and other differences;
- Create and promote positive public relations for MSU Extension at local, state and national levels;
- Understand and implement Civil Rights policies and procedures;
- Other duties or projects as assigned by the Institute Director.

REQUIRED QUALIFICATIONS

- Master's degree from an accredited institution in a field of study related to farm business management preferred; candidates with a Bachelor's degree in field of study related to farm business management and associated experience considered with expectation that the selected candidate will complete a Master's degree within a specified time frame as discussed with hiring manager prior to employment;
- Knowledge of farm financial statements; agricultural tax regulation, cash accounting and associated software;
- Knowledge of general farming practices related to livestock and crop production;
- 3-years' experience in Extension program delivery or demonstrated ability and skill in educational program planning, implementation and evaluation (relevant experience acquired within the last 5-years preferred);
- Ability to create and carry-out a project plan from research of initial concept to project completion and follow-up;
- Experience with marketing/promotion of educational programs;
- Strong interpersonal, oral and written communication skills;
- Experience and proven ability working productively with a team;
- Proficiency in use of technology (e.g. web research, Microsoft Word, Excel, PowerPoint, Outlook for mail/calendaring, distance technology, etc.) for day-to-day work and educational program delivery, record keeping, reporting, team-based communications and overall management;
- Demonstrated success in program development and delivery to diverse audiences/communities including but not limited to race, gender, socioeconomic class, disabilities and other differences;

- Ability to regularly travel within the assigned area and surrounding communities, as well as occasional statewide travel in order to perform duties of this position.
- Ability to lift and carry educational materials, equipment, etc. up to 25 lbs.
- Proven ability in establishing and working with a diverse network of constituents and community members across race, gender, socioeconomic class, disabilities and other differences to assist with program development and outreach;
- Understanding of and ability to implement Civil Rights principles and compliance standards.

DESIRED QUALIFICATIONS

- Familiarity with agricultural accounting and analysis software and tools.

SPECIAL INSTRUCTIONS TO APPLICANTS:

Applicants should include the names and contact information (including email addresses) of four professional references with the cover letter.

This position is a full-time, end-dated appointment renewable annually.

Interested applicants should go to www.jobs.msu.edu and search for posting #4835.

For full consideration, candidates should submit all application materials by March 30, 2017.