

**UNIVERSITY OF ARIZONA COOPERATIVE EXTENSION
POSITION DESCRIPTION**

Name:
Departmental Unit:
Area Assignment: (If applicable, list counties & percent for each)
Position Title:
Position Rank:
Date of UA Appointment:

College of Agriculture & Life Sciences Strategic Plan Program Areas:

Environment, Water, Land, Energy, and Natural Resources:	0 %	Children, Youth, Families, and Community:	0 %
Human Nutrition, Health and Food Safety:	0%	Consumers, Marketplace, Trade, and Economics	0%
Animal Systems:	0%	Plant, Insect, and Microbe Systems:	0%

Activity Distribution: Instruction: 0%; Research 0%; Extension 0%; Administrative 0%

Nature and Purpose of the Position:

Provide a directional and programmatic overview. This is not to be a listing of the committees you serve on and details about projects and extramural service in which you are currently engaged since these things change over the course of a three or five year period. Provide a description of the nature and direction of your program commensurate with your assignment(s) in extension, research, and/or instruction. If you are an area agent include a brief description of the focus within each of the assigned areas. Include the type of scholarly productivity you pursue, including the types of grants, publications, numbers and types of courses you teach (including the credit hours taught each academic year), as well as how you contribute through your program to the mission of your unit, UACE , and CALS.

Major Representative Duties and Responsibilities:

A. Program Development

1. Conducts a systematic analysis of national, Arizona, and county data, local resources, and historical information in order to identify community assets, program needs, and teaching opportunities.
2. Identifies resources (grants, contracts, in-kind contributions, etc.) to enhance programs.
3. In cooperation with community groups, local leaders, Extension advisory groups, and other Extension professionals, develops an annual Plan of Work.
4. Consults with Extension faculty, Experiment Station researchers, and other experts in the development of educational programs, applied research, and scholarly works.

B. Program Implementation

1. Conducts creative programming and utilizes new technology, that may include problem solving research, to address priority needs of the target audiences.
2. Participates in statewide working groups to develop new and creative programming efforts.
3. Prepares educational material, evaluation instruments, teaching materials and publicity information in support of state, county, and community initiatives.
4. Functions as a resource for other agencies and organizations. Promotes interaction and cooperation among various groups.
5. Disseminates educational materials through county-wide and/or multi-county events, workshops, websites, newsletters and other mass media methods, use of volunteers, and other methods.
6. Provides for recruitment, training and recognition of volunteers and assists them in the conduct of educational programs as appropriate.
7. Promotes communication and teamwork with county and state Extension, other faculty and youth professionals.
8. Promotes Cooperative Extension as the outreach arm of the state land-grant university.

C. Program Results

1. Evaluates and documents results and impacts of educational programs.
2. Communicates program results to both professional peers and clientele through periodic reports, scholarly works, and various types of publications (e.g., bulletins/fact sheets, popular articles, state publications, scientific articles, social media, video and computer programs.
3. Counsels with the County Extension Director to evaluate program effectiveness and personal achievements as an Extension faculty member.

D. Professionalism

1. Maintains professional competence through study, participation in professional activities and the application of knowledge and skills on the job.
2. Maintains high ethical and professional standards, and is loyal to Cooperative Extension and the University of Arizona.
3. Promotes public understanding and support for Extension and University programs.
4. Performs as a collegial member of Arizona Cooperative Extension.

Lines of Responsibility:

This position is administratively and programmatically responsible to the County Extension Director and the Director of Extension. These Extension programs are developed under the guidelines and policies of Arizona Cooperative Extension, including Affirmative Action and Civil Rights. Additional responsibilities may be deemed necessary and assigned by the College and/or Extension Administration.

APPROVALS (Signature and Date)

Incumbent Date

County Director Date

(If Geographical Area Agent – Other County Director) Date

(If Geographical Area Agent – Other County Director) Date

(If Programmatic Area Agent – Appropriate Associate Director, Programs) Date

(If Regional Specialist – Department Head) Date

Jeffrey C. Silvertooth
Associate Dean and Director, Economic Development and Extension

Shane Burgess
Dean, College of Agriculture & Life Sciences
