



# UNIVERSITY OF MINNESOTA EXTENSION

**Title:** Extension Educator –Terrestrial Invasive Participatory Science (TIPS)  
**Classification:** Assistant Extension Educator, Job Code 9625ST; P&A  
**Appointment:** Full-time (100% time), currently funded for 4 years  
**Extension Area:** Department of Agricultural and Natural Resource Systems (ANR)  
**Office Location:** Extension regional office option of Andover, Farmington, or Rochester; Hybrid option  
**Starting Salary:** Estimated starting salary range \$52,000 - \$57,000; Depending on qualifications  
**Application Deadline:** **October 27, 2024**

## **ABOUT THE PROGRAM**

Terrestrial Invasive Participatory Science (TIPS) engages the community to advance scientific knowledge by collaboratively formulating research questions, collecting data and interpreting and sharing the results. Extension has grown in this space with programs including Forest Pest First Detector, EmpowerU and targeted participatory science initiatives. The University of Minnesota Extension Forestry Program is specialized in various forestry-related issues including Forest Ecosystem Health, Forest Tree and Invasive Species, and Agroforestry and Bioenergy. This position is accountable to the University of Minnesota Extension Program Leader for Natural Resources in the Department of Agricultural and Natural Resource Systems.

## **ABOUT THE POSITION**

This new position will support existing, award winning, terrestrial invasive species and participatory science (TIPS) programs by 1) focusing on Hmong community engagement, and invasive species early detection, management, outreach and education and 2) targeting southeast Minnesota woodland owners and managers to look for, report and study the impacts of jumping worms on forest soils.

## **Responsibility and performance expectations:**

**Develop, deliver, and evaluate natural resource participatory science programming; mainly with Hmong communities - 50%**

- Incorporate invasive species reporting into natural resource programming in compliance with grant deliverables.
- Develop and create programs and educational materials in Hmong language while incorporating Hmong cultures, values and traditions.
- Coordinate with Extension Regional Support Staff to assess and adapt the program and educational materials to ensure accessibility for audience needs.
- Recruit and provide community, volunteer and natural resource professional audiences with evidence-based programs; with an emphasis on the Hmong communities.
- Provide technical assistance to community professionals on natural resources, invasive species and evaluation.
- Deliver natural resource and invasive species programming including Forest Pest First Detector, EmpowerU and other participatory science projects using evidence-based educational resources and curriculum; with an emphasis on the Hmong communities.
- Work with the project director to evaluate program outcomes consistent with grant objectives and deliverables.
- Actively participate in internal statewide teams to expand and deepen invasive species and natural resource programming and connections with Hmong communities.

- Represent Extension in providing support and expertise when serving on agency or community boards, coalitions or advisory committees related to invasive species, natural resources, participatory science, and Hmong communities or programming.

#### **Community support and volunteer liaison - 40%**

- Support implementation of program and initiative opportunities determined by community engagement processes in alignment with grant deliverables.
- Facilitate and actively participate in community-driven natural resource participatory science.
- Work with the community to arrange engagement and training, educational offerings, and networking events.
- Coordinate with Extension Regional Support Staff to maintain the volunteer management system and assist with volunteer compliance.
- Coordinate with Extension Regional Support Staff to reserve teaching spaces, coordinate participant registration and communication, instructor communication, and development and distribution of educational materials.
- Maintain a regular system of communication with and among community members and project teams, including in person, via phone, email, and in virtual gatherings.

#### **Program logistics and partnership coordination - 10%**

- Conduct evaluations and report program outcomes with program participants, partners, stakeholders and funders; in both English and Hmong languages.
- Comply with University of Minnesota, Extension, grant funding agency (USDA - Forest Service and Minnesota Invasive Terrestrial Plant and Pest Center), and community partners' policies, procedures, and requirements.
- Coordinate with Extension Regional Support Staff to complete administrative tasks accurately and in a timely manner, including updated calendar, expenses and mileage reimbursement.
- Other duties as assigned.

### **QUALIFICATIONS**

#### **Required Qualifications:**

- Bachelor's degree in forestry, natural resources, invasive species, participatory science, communication or a relevant field (e.g., biology, environmental studies, environmental education).
- Ability to speak and develop educational resources in English and Hmong (will be assessed during interviews, which will include Hmong-language conversation).
- Demonstrated experience with (as an employee or volunteer), as well as knowledge and understanding of Hmong communities and cultures.
- Experience teaching or engaging communities in invasive species, or experience with natural resources conservation or restoration activities.
- A proven ability to develop and maintain effective working relationships and collaborations with colleagues, partners, and stakeholders, including those that may have diverse missions, goals, cultures, and backgrounds.

### **Preferred Qualifications:**

- Demonstrated exceptional customer service skills with diverse audiences; using various methods of communication: verbal, written, etc.
- Strong written and verbal communication skills in English.
- Experience supporting community volunteers and coordinating community activities.
- Experience with community engagement programming.
- Demonstrated ability to take initiative, to work independently and as a reliable part of a team.

### **Additional Requirements:**

- Valid driver's license and own means of transportation with required liability insurance in order to travel to/from multiple locations for work, at times in a single work day; may occasionally need to transport other people and supplies and/or equipment to those locations.
- Ability to maintain a flexible work schedule, including some evening and weekend hours to meet the program participant needs and time availability.
- Must have reliable internet if/when working outside of assigned office location.
- Ability to work regularly at a dedicated/assigned Extension office.
- When not in the assigned office location, employees must be reachable with a mobile or alternate number at the employee's own expense. That number will be published in the Extension staff directory.
- Must be able to sit/stand for long periods of time and lift, push, pull, carry up to 30 pounds and push/pull 50 pounds occasionally and perform tasks involving sitting, standing, bending, or twisting, with occasional exertion of up to thirty pounds of force.
- Ability to work on a computer for prolonged periods of time.
- **This position is not eligible for employment visa sponsorship.**

### **APPOINTMENT/BENEFITS**

1. This is a full time 1.0 FTE, annual Academic Professional appointment at the level of Assistant Extension Educator (9625ST). The appointment is reviewed for renewal annually, with continuation dependent on performance, results, availability of county funds, and program needs. Currently funded for approximately 4 years.
2. Internal promotion is available and meeting the promotion policy criteria to achieve promotion is expected.
3. Reimbursement for travel and subsistence is available in accordance with University policy.
4. Salary commensurate with education and experience; estimated starting salary range \$52,000 - \$57,000.

### **ABOUT EXTENSION**

University of Minnesota Extension is a major outreach arm of the University of Minnesota with a mission to serve the public through applied research and education. Our mission is to make a difference by connecting community needs and University resources to address critical issues in Minnesota. Extension strives to attract and retain high-quality, passionate employees, and weave diversity, equity, and inclusion into all aspects of Extension's programming and employee engagement <https://extension.umn.edu/>.

### **TO APPLY**

Please apply at: <https://extension.umn.edu/home/careers>

**Job Opening ID: 364761**

Applications must be submitted online. To be considered for this position, please click on the Apply button and follow the instructions. You will be given the opportunity to complete an online application for the position. Please include the following attachments with your online application:

- **Cover letter**
- **Resume/Vitae**
- **Diversity statement:** In 500 words or less, highlight your unique strengths, experiences, perspectives, and values as they relate to inclusive excellence. Your statement could include the following:
  - Personal views and experiences,
  - Topics through the lens of your own knowledge or experience
  - If you don't have personal experience on a topic, reflections on why
  - Demonstrated learning and growth

Three professional references and transcripts for all college work (unofficial transcripts are acceptable) will be required during the interview process.

Additional documents may be attached after the application by accessing your "My Job Applications" page and uploading documents in the "My Cover Letters and Attachments" section. See full instructions, <https://hr.umn.edu/Jobs/Applicant-Center/Help-Job-Applications/Using-Job-Application-System>.

To request an accommodation during the application process, please email [employ@umn.edu](mailto:employ@umn.edu) or call 612-624-UOHR (8647).

**For questions about this position, contact:**

Angela Gupta, Extension Educator- Forestry and search chair, [agupta@umn.edu](mailto:agupta@umn.edu).

**For questions about applying online, contact:**

Tiffany McMillan, Extension Human Resources, [tiffmcm@umn.edu](mailto:tiffmcm@umn.edu).

**EMPLOYMENT REQUIREMENTS**

Any offer of employment is contingent upon the successful completion of a background check. Our presumption is that prospective employees are eligible to work here. Criminal convictions do not automatically disqualify finalists from employment.

**DIVERSITY**

The University of Minnesota and Extension recognize and value the importance of diversity and inclusion in enriching the employment experience of its employees and in supporting the academic mission. The University is committed to attracting and retaining employees with varying identities and backgrounds.

The University of Minnesota provides equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. To learn more about diversity at the U: <http://diversity.umn.edu>.