

W Y O M I N G P O S I T I O N A N N O U N C E M E N T

**Agricultural and  
Applied Economics**

**Animal Science**

**Family and Consumer  
Sciences**

**Molecular Biology**

**Ecosystem Science and  
Management**

**Plant Sciences**

**Veterinary Sciences**

*To assure full consideration, application materials must be received by April 15, 2016. Screening will continue until a suitable candidate is identified.*

### **Position Title**

Assistant or Associate University Extension Educator – University of Wyoming Extension Food and Nutrition Specialist in the Department of Family and Consumer Sciences, Extension and the College of Agriculture and Natural Resources. University of Wyoming, Laramie, Wyoming. Position #0583

### **Level & Salary**

Assistant or Associate University Extension Educator, Academic Professional. Full-time, extended term track. Salary commensurate with education, experience and availability of funds.

### **Location Description**

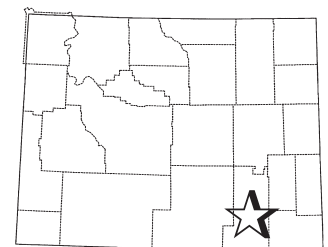
The University of Wyoming, the only four-year and graduate institution in the state, is a research-oriented, land-grant university with an enrollment of about 14,000 students on the Laramie campus. With a population of 30,000 residents, Laramie is situated in the Eastern Rockies and is 45 minutes from the state capital of Cheyenne and approximately two and a half hours north of Denver, Colorado. The area provides numerous cultural and recreational opportunities associated with a college town environment. While rurally located in the high plains near the Snowy Range Mountains, the area provides access to an abundance of outdoor recreational opportunities including, fishing, hunting, camping, skiing, boating, rock climbing, snowmobiling, and bicycling within a one-hour drive of campus. There is quick access to public lands, national and state parks, wilderness areas, and national forests.

### **Responsibilities and Essential Duties**

Overall primary responsibilities are development, implementation and evaluation of Food and Nutrition Extension programs for adults, youth and children in Wyoming. Organizationally, University of Wyoming Extension is divided into five geographic areas of Wyoming and area educators serve as program specialists to multiple counties. The Nutrition and Food Safety Initiative Team is one of five initiative teams that encompass the innovative application of the UW Extension programs.

### **Specific responsibilities include:**

- Provide statewide leadership for Extension programs in food and human nutrition in conjunction with the Nutrition and Food Safety (NFS) Initiative Team, with an emphasis on programs related to human nutrition, healthy lifestyles, food preservation, and food safety.
- Support the ten area Extension NFS Educators, including provision of content and program implementation training, assistance with professional publications and presentations, and opportunities for involvement with research.
- Support, as requested, other Extension personnel, including educators with the low-income nutrition program (Cent\$ible Nutrition Program), in the areas of food, nutrition and food safety.
- Interpret current research findings.
- Incorporate evaluation and other applied research methods into food and nutrition programs.



- Pursue external funding to support nutrition and food safety education.
- Build cooperative working relationships with research scientists, extension specialists, area educators, teaching faculty, staff, youth program educators, university administrators, federal partners, other universities, and other potential resources with expertise that can support program efforts.
- Develop relationships, serve as a liaison to, and/or collaborate with, appropriate nutrition, health and food safety offices, agencies and organizations.
- Maintain involvement with professional food and nutrition organizations, with active participation on committees and boards at local, regional and national levels.
- Some overnight travel, night and weekend work is required to fulfill responsibilities of position.

### Minimum Qualifications (Required)

- An earned master's degree from an accredited college or university in nutrition, food science, or dietetics.
- Demonstrated ability to plan, organize and direct educational programs to diverse audiences related to food and nutrition, and wellness
- Demonstrated ability to plan, organize and direct educational programs to diverse audiences related to food preparation and food safety.
- Demonstrated experience in teaching adult and youth audiences.
- Demonstrated ability to effectively communicate orally and in writing. Evidence documented through application materials and experience.
- Demonstrated ability to act as a liaison between federal, state, university and county clientele.
- Evidence of successful acquisition and management of external funds.
- Demonstrated collegiality and collaboration with other faculty, colleagues, and the public.
- Demonstrated ability to direct and contribute to work settings involving teams.
- A demonstrated commitment to travel and work in remote areas and rural counties in Wyoming.
- Valid driver's license.

### Preferred Qualifications

- Registered Dietitian. PhD, with at least one degree in the areas of human nutrition and food, food science, nutrition education or closely related field from an accredited college or university.
- Prior Extension experience.
- Experience in audience needs identification and program results evaluation.
- Experience in working with diverse audiences.
- Experience in developing partnerships with other organizations/agencies and fostering positive relationships with community stakeholders.
- Demonstrated ability to work with limited supervision.
- Experience in planning and implementing applied research activities

### Required Application Materials

- Completed UW application found at <http://www.uwyo.edu/uwe/jobs/index.html>.
- Detailed letter of intent specifically addressing qualifications relative to the responsibilities and essential duties of the position.
- Current resume or curriculum vitae.
- Copies of all college transcripts; official transcripts required at time of hiring.
- Four (4) letters of reference from individuals who can address professional qualifications.

### Contact for application information/send completed information packet to:

Mary Kay Wardlaw, Associate Director  
 University of Wyoming Extension  
 1000 East University Avenue  
 Dept. 3354  
 Laramie, WY 82071-3354  
 Phone: (307)766-5124  
 Fax: (307)766-3998  
 Email: [wardlaw@uwyo.edu](mailto:wardlaw@uwyo.edu)

*The University of Wyoming is an Equal Employment Opportunity/affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status or any other characteristic protected by law and University policy. Please see [www.uwyo.edu/diversity/fairness](http://www.uwyo.edu/diversity/fairness).*

*We conduct background investigations for all final candidates being considered for employment. Offers of employment are contingent upon the completion of the background check.*