

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, all application materials must be received by January 15, 2018. Screening will continue until a suitable candidate is identified.*

**Position Title**

Assistant or Associate University Extension Educator, non-extended term track; Agriculture and Natural Resources, and 4-H Youth Development. Wind River Indian Reservation, Ft. Washakie, WY.

**Position #4453.**

**Level & Salary**

Assistant or Associate University Extension Educator – salary level commensurate with education, experience, and availability of funds.

**Location Description**

The Wind River Indian Reservation is located in central Wyoming, northwest of Lander. The 2.2 million-acre Wind River Indian Reservation is home to more than 18,000 members of the Eastern Shoshone and Northern Arapaho tribes. The office is located in Fort Washakie. The Wind River Indian Reservation has beautiful wide open spaces, productive agricultural enterprises, and communities rich in cultural heritage.

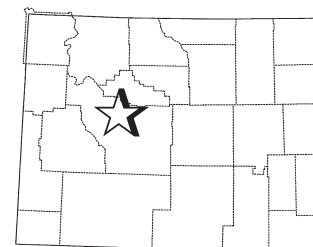
**Nature and Purpose**

Emphasis for this position is developing educational programs in agriculture, natural resource management, community development, natural resource education, and 4-H Youth Development. Formal training and/or experience in range management, livestock, pasture management, irrigation, weed management, horticulture, and youth development will be important credentials.

**Responsibilities and Essential Duties:**

The individual in this position will serve as a representative of the University of Wyoming (UW), maintain relationships with the Shoshone and Arapaho Tribal Councils, utilize advisory committees and other input to determine educational needs. Primary duties include but are not limited to:

- Provide educational programming in livestock, range management and natural resources.
- Development and support of the Wind River Agricultural Producers Association.
- Delivery of a comprehensive 4-H Youth Development program. This function is realized through existing and new youth clubs, 4-H afterschool programs, school enrichment activities, and other educational programming. Youth Development duties include but are not limited to:
  - Implement educational programs, policies, materials, and activities as part of the overall efforts of the Wyoming 4-H program and the identified needs of the Wind River Indian Reservation clientele.
  - Organize, coordinate, and support participation in 4-H events, camps, clinics, contests, and fairs.
  - Provide leadership in recruiting, training, and retention of adult volunteers.
  - Provide leadership in recruiting and retaining youth members in clubs.
  - Provide leadership and support 4-H Clubs, 4-H Councils, and project committees.
- Provide information to volunteers, youth, and parents regarding educational opportunities through the use of e-mail, social media, applications, and print communication formats.
- Foster relationships and develop partnerships with other youth serving groups, schools, or organizations.
- Coordinate registration, supervision, and transportation for participants in 4-H related events held in other counties, across the state, or out of state.



[www.uwyo.edu/uwe](http://www.uwyo.edu/uwe)

*Persons seeking admission, employment, or access to programs of the University of Wyoming shall be considered without regard to race, color, religion, sex, national origin, disability, age, political belief, veteran status, sexual orientation, and marital or familial status.*

*College of Agriculture and Natural Resources,  
University of Wyoming,  
Wyoming counties, and U.S.  
Department of Agriculture  
cooperating.*

- Implement program evaluation, documentation, and reporting.
- Provide administrative oversight to financial and fundraising efforts involving 4-H youth and volunteers.
- Foster a culture of positive youth development in all 4-H programming efforts.
- Contribute to various teams including WRIR office, multi-county area, state 4-H initiative, youth issues, and other UW Extension initiative teams.

*PLEASE NOTE: Duties of this position often include physical activities associated with experiential learning. The University of Wyoming is an EEO/Affirmative Action employer and employees with disabilities may request reasonable accommodations.*

### Qualifications Required:

- An earned bachelor's degree with academic training and/or professional experience relevant to the responsibilities of the position.
- Demonstrated knowledge and expertise to develop and provide educational programming in small acreage management.
- Demonstrated prior 4-H experience or other educational programming for youth audiences.
- Demonstrated skills and abilities to organize and facilitate educational programs and activities such as; contests, workshops, camps, and/or fairs as part of the 4-H program.
- Demonstrated knowledge and appreciation for Native American customs, culture, and communities.
- Excellence in ability to communicate in English both orally and in writing. Evidence documented through application materials and experience.
- A valid driver's license and serviceable/insured vehicle.

### Qualifications Preferred:

- An earned master's degree with an accredited college or university. Preferred degree awarded in animal science, natural resources, agronomy, agricultural economics, or cognate field clearly and specifically related to the responsibilities of this position.
- Prior experience with Tribal Governments and Native American communities.
- Knowledge of and appreciation for rural agricultural communities.
- Ability and necessary expertise to work with both traditional and non-tradition agriculture.
- Ability to address issues related to horticulture and small scale agriculture.
- Experience recruiting, training, and managing adult volunteers.
- Academic training and/or experience to support mastery of specific 4-H projects.

- Demonstrated knowledge of educational program development, implementation and evaluation.
- Experience teaching youth and adult audiences.
- Experience in developing partnerships with other youth serving organizations and fostering positive relationships with community stakeholders.
- Demonstrated teamwork.
- Experience with underserved and/or diverse youth audiences.
- Knowledge of Extension and the land-grant university system.
- Knowledge of positive youth development principles and teaching methods.

### Approximate Time Distribution:

- Agriculture and Natural Resources 65%
- 4-H Youth Development 35%

### Required Application Materials:

- Completed online UW application including uploading a detailed letter of intent specifically addressing qualifications relative to the responsibilities and qualifications of the position and a current resume/curriculum vitae all as one document.
- The University of Wyoming online employment application can be found at [https://jobs.uwyo.edu/psp/EREC/UWEXTERNAL/HRMS/c/HRS\\_HRAM.HRS\\_CE.GBL?SiteId=6](https://jobs.uwyo.edu/psp/EREC/UWEXTERNAL/HRMS/c/HRS_HRAM.HRS_CE.GBL?SiteId=6)
- Copies of all college transcripts; (official transcripts required at time of hiring).\*
- Four (4) letters of reference from individuals who can address your professional qualifications.\*
- \*Transcripts and letters of reference should be sent to Ann Roberson.

### Contact for application information/send transcripts and reference letters to:

Ann Roberson, Administrative Associate  
University of Wyoming Extension  
1000 E. University Ave., Dept. #3354  
Laramie, WY 82071  
Phone: (307)766-3566  
Fax: (307)766-3998  
E-mail: mrober38@uwyo.edu

### For specific position information, contact:

Kelly Crane, Associate Director  
University of Wyoming Extension  
Phone: (307)766-5124  
Fax: (307)766-3998  
Email: kcranel@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.*