**Job Title:** Extension Specialist for Human Nutrition

**Department:** WVSU Extension Service

**Reports To:** Assistant Program Director, Communities and Families

**FLSA Status:** Exempt

**Job Summary**

The Extension Specialist for Human Nutrition at West Virginia State University (WVSU) is responsible for the leadership, coordination and evaluation of educational programs and products related to human nutrition.

Working in collaboration with the WVSU Research and Public Service Administration, the Extension Specialist will provide visionary and contemporary leadership for the development of high-impact extension programs in the areas of active lifestyle, nutrition, and health promotion. The Extension Specialist will also assist WVSU Extension personnel in identifying the most efficient and effective means to deliver timely, research-based information and programs to our diverse clientele and stakeholders

**Duties and Responsibilities** include the following. Other duties may be assigned.

Curriculum and Program Development

Technical Assistance

Fiscal

Other Responsibilities as Assigned

**Description of Duties**

**Curriculum and Program Development**

* Plan, develop, implement, and evaluate educational programs, curriculums, and products germane to the topic of Human Nutrition including the WVSU EFNEP program.
* Give major emphasis to coordinating the efforts of interdisciplinary teams addressing major issues facing the Nutrition and Health Education interests in West Virginia (including issues that cross program areas).
* Keep abreast of scientific and applied research on areas pertinent to your field of work.
* Identify, design, and implement evidence based programs to improve the health of the citizenry of West Virginia.
* Work collaboratively with other Extension Specialists, faculty and staff to provide leadership for

interdisciplinary programs. This includes programs with West Virginia University Extension

Service and other university partners as well as external agency and organizational partners.

**Technical Assistance**

* Organize, participate in, and evaluate community-based training and meetings.
* Provide technical assistance to other Extension staff in areas of expertise.
* Provide consultation, technical assistance, and education to a diverse audience of stakeholders.
* Emphasize the application of best practices on prevention of childhood obesity via engaging with communities and developing linkages, communicating and collaborating with institutions of higher education, agencies and representatives of federal, regional, state and local levels.

**Fiscal**

* Proactively seek and identify appropriate extramural funding for programs and applied research.
* Direct and coordinate individual budgets for the position inclusive of monitoring of grant funds obtained and expended and meeting any requisite reporting requirements.
* Collaborate with WVSU Extension personnel, as well as local, state, and federal agencies, in order to expanded program resources.

**Other Responsibilities as Assigned**

* Conduct activities to foster a positive public image of West Virginia State University Extension, the West Virginia State University Research and Development Corporation, and West Virginia State University, an 1890 Land-Grant Institution.
* Share leadership in Extension's commitment to employ from and program for the diversity represented in West Virginia's population.
* Other duties as assigned.

**Supervisory Responsibilities**

This position currently supervises two Extension Associates responsible for delivery of the Expanded Food and Nutrition Program (EFNEP).

**Qualifications**

The candidate must have effective oral and written communication skills, a sense of vision and creativity, fiscal management and research development experience, the ability and willingness to work collaboratively, a desire to build administrative and interdisciplinary relationships, a record of writing and securing research and outreach grants, and demonstrated ability to supervise undergraduate and graduate student research.

**Education and/or Experience**

PhD (preferred) or a Master's degree in human ecology, nutrition, health promotion, dietetics, or closely related field is required. Registered Dietitian (R.D.) registration and/or Certification as a Diabetes Educator is required. The successful candidate will have strong written and oral communication skills and experience in working with diverse clientele and organizations.

**Other Qualifications**

Must be able to work evenings and weekends as necessary for committee meetings and other work-related events and activities and travel to attend state, regional and national meetings as appropriate.

**Certificates and Licenses Required**

Valid WV driver’s license required.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job**.** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee is frequently required to stand and walk. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations with appropriate documentation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

To Apply PREFERRED: Information accepted as e-mailed in Word or PDF format to [rdemployment@wvstateu.edu](mailto:rdemployment@wvstateu.edu). Qualified candidates may submit a cover letter, résumé, unofficial transcript and three professional references (name, title, address, phone number, and e-mail address).

To: West Virginia State University Research and Development Corporation,

ATTN: Search Committee for Extension Specialist for Human Nutrition

PO Box 1000, 201 ACEOP Administration Building

Institute, WV 25112.

**Closing date: July 31, 2019**

**AAP/EEO Statement**

Reasonable accommodations will be made to provide this content into reasonable alternate accessible formats upon request. Please contact our offices at (304) 766-5224 or [Justin.Cherry@wvstateu.edu](mailto:Justin.Cherry@wvstateu.edu).

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