



# POSITION ANNOUNCEMENT

*Open to Internal OSU Applicants Only*  
Requisition Number – 340032

**July 5, 2008**

Ohio State University Extension  
Human Resources  
2120 Fyffe Road, Room 10  
Columbus, OH 43210-1084

Phone: 614-292-5683  
Fax: 614-292-5100  
<http://extensionhr.osu.edu>

**POSITION:** **Impact Leader**  
**Advancing Employment and Income Opportunities**  
**(Program Director) 4 year appointment**

**LOCATION:** **Ohio State University Extension**  
**Work location to be determined**

**DATE OPEN:** **Immediately**

**DEADLINE DATE:** **July 20, 2008**



## **Function Statement**

The overall role of the Leader, Advancing Employment and Income Opportunities is to provide leadership and management for this specific impact area identified by OSU Extension. The Leader, Advancing Employment and Income Opportunities role was established in 2008 to provide overall management and leadership for teams that address critical employment and income issues of Ohioans.

## **Summary of Duties**

The Leader, Advancing Employment and Income Opportunities reports to the Associate Director, Programs and serves as a member of OSU Extension's administrative program team. The Leader provides overall coordination and management for teams contributing to the Advancing Employment and Income Opportunities impact area; focuses efforts on building relationships; documenting and reporting impacts; and identifying needs related to employment and income related issues in Ohio.

## **Description of Essential Duties**

- Conduct needs assessment and facilitates program planning with teams contributing to the Advancing Employment and Income Opportunities Impact Area.
- Provide teams with the necessary direction for developing, evaluating, and revising curriculum materials and educational programs in their respective focus areas.
- Teach the appropriate practices and procedures for developing and assessing educational programs, including the curriculum development process.
- Maintain effective working relationships with agencies, organizations, groups and individuals in an effort to identify programmatic needs and opportunities and connect to team efforts.
- Work with teams to synthesize impact and report to key internal and external stakeholders.
- Work collaboratively with teams to identify expertise, funding, human resources, and professional development needs.
- Identify and pursue funding opportunities for impact area and work with teams to identify grant opportunities, develop proposals, manage funds, and report results.
- Prepare budgets, monitor and approve expenditures for the impact area.
- Conduct research focused on teams, developing effective communication strategies, implementing multi-programmatic efforts, and/or best-practices for effective program delivery in a technology driven society.

- Identify research needs within teams and assist individuals in developing proposals and concepts in consultation with Assistant Directors and other stakeholders.
- Monitor the progress of teams contributing to the Advancing Employment and Income Opportunities Impact Area and communicate to Associate Director, Programs.
- Serve as a member of Extension's Administrative Program Team; serve as liaison for impact area teams with Assistant Directors and Administrative Cabinet.
- Communicate team expertise, funding, human resource, and professional development needs to Assistant Directors and other Administrative Cabinet members to facilitate resource identification.

### **Experiences & Desired Qualifications**

- Masters degree required with a preferred field of study related to community or economic development, education, non-formal education, nonprofit leadership and management, public policy, or organization development.
- Excellent facilitation and group processing skills.
- Strong understanding of multi-programmatic and interdisciplinary program planning strategies.
- Experience designing and implementing employment and/or income related programs in a team environment.
- Successful experiences working in a team environment
- Managerial skills to effectively carry out the duties of this position including: monitoring budgets, meeting deadlines, and working with individuals and teams.

**SALARY:** Commensurate with experience/credentials. Must provide own transportation with mileage allowance at \$0.505 per mile (03/19/08).

**ANTICIPATED INTERVIEW DATES:** To be announced.

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**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION OFFICER:** Garee W. Earnest, Ph.D., Leader, Human Resources, OSU Extension, 2120 Fyffe Road, Room 10, Columbus, OH 43210-1084

**TO APPLY:** To receive full consideration for this position, qualified applicants must submit the following materials: **1)** Completed OSU online application at <http://jobs.osu.edu/> **2)** Letter of interest, **3)** curriculum vita, and **4)** a list of at least three professional references including email addresses on or before the deadline date listed.