

The following is a Position Announcement for **3 separate positions** listed with Virginia Cooperative Extension. The position responsibilities, required qualifications, preferred qualifications, and employment conditions apply to each position listed below.

Extension Agent, Forestry and Natural Resources, Northeast District

(King and Queen County) Posting Number: 042588

Extension Agent, Forestry and Natural Resources, Northwest District

(Rockingham County) Posting Number: 042587

Extension Agent, Forestry and Natural Resources, Southwest District

(Russell County) Posting Number: 042542

Position Responsibilities:

Each position requires the ability to assess educational needs, develop and deliver objective, research-based educational programs to homeowners, forest landowners, forest workers, natural resource professionals, Extension Agents and local governments; respond to requests for forestry, urban forestry, and natural resources information; and work cooperatively with the local government and state agencies, assist with economic development, land conservation, and urban-rural interface issues.

Agents must determine program needs by monitoring trends and issues, involving Extension leadership councils and other leadership committees; develop and deliver objective and research-based educational programs to meet the needs of target audiences, specify program goals and objectives, and identify resources; inform clientele of program activities; use appropriate technologies to plan and deliver programs through workshops, seminars, conferences, one-on-one visits, field trips and tours; maintain knowledge of current research information; use computer applications; develop and implement evaluation plans; recruit and involve volunteers; and report results to clientele, public, and administration.

Required Qualifications:

Agent faculty positions require a minimum of a bachelor's degree in a relevant discipline. A master's degree and promotion to Extension Agent are required no later than the sixth year of employment. Strong communication skills, ability to recruit, train and manage volunteers; and experience in developing positive interactions with the public are required.

Preferred Qualifications:

Master's degree and at least one degree in a discipline related to the subject matter specialty area, and experience in planning, implementing, marketing, and evaluating educational programs.

Employment Conditions:

- Must provide own transportation on regular basis.
- Official transcripts are required of the selected candidate prior to first date of employment.
- Virginia Tech has an excellent benefits package, including graduate tuition waiver.
- Note: Individuals with a bachelor's degree will be hired at the Associate Extension Agent title level.

To apply, applicants are required to:

- Apply electronically online to <https://jobs.vt.edu> and must submit by attachment a cover letter, complete resume, and reference contact information of three individuals (name, telephone number and email address). (TIP: Have these documents ready to attach at the time you submit your faculty application; the system will not allow you to enter a second time for any position).
- IMPORTANT: In order to be considered for the position, applicants are also required to mail (by the review date) a copy of official undergraduate and graduate transcripts to: Carolyn Sowers, Personnel Manager, 121 Hutcheson Hall, Virginia Tech 0437, Blacksburg, VA 24061
- **Review of applications will begin on July 18, 2005.**
- Inquiries should be directed to Phone: 540-231-7619, Fax: 540-231-5545, Internet: extpers@vt.edu. Refer to VCE website: www.ext.vt.edu for information on available positions.

Employment Comments:

Virginia Cooperative Extension programs and employment are open to all, regardless of race, color, religion, sex, age, veteran status, national origin, disability, or political affiliation. Minorities and women are encouraged to apply. Individuals with disabilities requiring assistance in the application process should make contact immediately. TDD: 1-800-828-1120. An Equal Opportunity/Affirmative Action Employer. Refer to VCE website for full ad and position description: www.ext.vt.edu