

## **VACANCY ANNOUNCEMENT**

### **Penn State Cooperative Extension**

- Position Title:** Business Management Educator (#27260)  
This is a fixed term appointment, renewable annually
- Area Served:** Lake Erie Regional Grape Program  
(Cattaraugus, Chautauqua and Niagara Counties in New York and Erie County in Pennsylvania)
- Office Location\*:** Lake Erie Regional Center for Grape Research and Extension  
412 East Main Street  
Fredonia, NY 14063

\*The Lake Erie Regional Center for Grape Research and Extension will be moving to a new state-of-the-art research facility in Portland, New York approximately March 2009.

#### **I. Summary Statement of Purpose and Responsibilities**

Cornell Cooperative Extension and Penn State Cooperative Extension are seeking an individual to provide commercial grape growers/producers with the knowledge and resources necessary to assess production and management practices that will enhance their profitability and sustain the growth of the grape and wine industry in the Lake Erie Region of New York and Pennsylvania. This is joint program between Cornell and Penn State and in carrying out the duties, the individual will be responsible to the Lake Erie Regional Grape Program Team Leader. The individual selected will be an employee of Penn State Cooperative Extension, The Pennsylvania State University.

#### **II. Specific Job Functions and Responsibilities**

- A. Program Development and Implementation 60%
- Provide leadership for planning, implementing and evaluating educational programs that addresses producer identified needs and opportunities. Emphasis is on business management for commercial growers and small winery operations. This program will include but not be limited to: 1) record keeping and business analysis; 2) economics of production practices; 3) financial management, forms of business organization and taxation; 4) labor management and 5) marketing.
- Provide producers and industry with a framework to analyze production and management alternatives and to maximize profit opportunities based on emerging best-management practices, new varieties, value added products, alternative crops and consumer market demands, etc.

Business Management Educator (#27260)

Provide leadership in the development of educational materials for use by potential wine grape growers and/or winery operators in developing and implementing a business plan.

Plan and implement educational programs utilizing a variety of methods including direct teaching through group experiences, mass media, newsletters, electronic technology, use of the internet and distance learning.

One-on-one consultations with key producers and industry partners related to program development and problem solving.

- B. Applied Research 20%
- Initiate and conduct field demonstrations and in-depth applied research projects appropriate to the needs of commercial grape, juice and wine production in the Lake Erie Region.
- Participate in collaborative research projects with other university and extension faculty and staff.
- C. Program Management 5%
- Responsible for day-to-day program operations and fiscal accountability
- Individually and collaboratively explore and pursue new and additional funding sources to enhance and extend program opportunities
- D. Professional Improvement 5%
- Participate in professional development opportunities appropriate to program and personal skill enhancement
- Participate in related professional organizations
- E. Program Evaluation 10%
- Define and develop reporting mechanisms for producer-focused “measurable” outcomes.
- Analyze and evaluate major program efforts with the input of all program partners and make recommendations for enhancing these efforts. Communicate evaluation results, findings, and recommendations as appropriate.
- Prepare quarterly reports and yearly impact statements on program progress and accomplishments.
- Meet the evaluation and reporting requirements of all funding partners.

**III. Supervision**

Administrative direction and guidance provided by the Lake Erie Regional Grape Program Extension Team Leader

Academic oversight and guidance provided by designated Faculty and Extension Associate in the department of Applied Economics and Management

Business Management Educator (#27260)

Program oversight and direction provided by program advisory groups comprised of Executive Directors of partner Extension Associations, producers and industry partners.

Provides supervision and guidance to part time and temporary program staff as part of grant-funded projects

#### **IV. Administrative and Program Relationships**

##### Internal

Work as a member of a four person team as well as existing regional, multi-county and statewide teams and work groups

Work closely with other State Specialists to maximize statewide impact.

Work closely with faculty and administration at Cornell and Penn State Universities, the NYSAES in Geneva, NY as well as the Lake Erie Regional Centers for Grape Research and Extension in Fredonia, NY and North East, PA.

Build collaborative relationships and maintain timely and effective communication with County Extension Associations.

##### External

Build and maintain effective relationships with growers and producers.

Develop and maintain effective communication and working relationships with appropriate agribusiness, industry partners, other educational institutions and governmental agencies and organizations.

#### **V. Key Knowledge, Skills, and Abilities Desired to Perform the Work of this Position**

- Knowledge of the philosophy, objectives and operation of an informal education system such as Cooperative Extension.
- Strong interpersonal skills with proven ability to work with diverse audiences in one-on-one and group settings; working effectively with advisory boards and committees, community and funding partners.
- Proven organizational and time-management skills.
- Ability to define, conduct and interpret applied research and demonstration projects
- Successful experience obtaining new funding including grants and industry support
- Strong leadership and teamwork skills.
- Effective written and verbal communication skills.
- Fundamental competence utilizing current technology as a management and program delivery tool (Excel, Word, PowerPoint, Access, Internet and Web development).
- Appreciation of Agriculture as a business and as a lifestyle.

- Creativity, energy, motivation and positive enthusiasm.
- Ability to meet the travel requirements of the job.
- Ability to work evenings and weekends as essential job functions require.
- Ensure compliance with the Affirmative Action Plan. Through public notification and “All Reasonable Efforts,” make programs accessible to clientele without regard to age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, of veteran status.
- Perform other duties and responsibilities as assigned by the Program Team Leader or the administrator in-charge.

## **VI. Qualifications**

A Master’s degree is required. Preference will be given to candidates who have a concentration in Business Administration or a closely related field. Coursework in labor management, marketing, database management, agriculture economics, education and communication is desired. Two years relevant experience in Cooperative Extension, Agribusiness, Grape Production, Adult Education or closely related field is required. Five years of relevant experience and knowledge and/or experience in current and emerging Grape and Wine Production and Marketing practices is desired. Salary and educator rank will be commensurate with education, training and experience.

**Penn State Cooperative Extension is a unit of Penn State and as such offers a competitive and liberal benefits package. Applications and a detailed announcement are available by writing or calling or emailing [bss1@psu.edu](mailto:bss1@psu.edu), Human Resource Services, 307 Agricultural Administration Building, University Park, PA 16802; telephone 814-863-3452; Fax 814-863-6215. The closing date for accepting resumes and applications is May 31, 2008, or until a suitable candidate has been selected.**

**This publication is available in alternative media on request.**

The Pennsylvania State University is committed to the policy that all persons shall have equal access to programs, facilities, admission, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities. It is the policy of the University to maintain an academic and work environment free of discrimination, including harassment. The Pennsylvania State University prohibits discrimination and harassment against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, or veteran status. Discrimination or harassment against faculty, staff, or students will not be tolerated at The Pennsylvania State University. Direct all inquiries regarding the nondiscrimination policy to the Affirmative Action Director, The Pennsylvania State University, 328 Boucke Building, University Park, PA 16802-5901, Tel 814-865-4700/V, 814-863-1150/TTY.