

**POSITION ANNOUNCEMENT**

**Title:** Agent Associate

**Functional Title:** Agent Associate, Family and Consumer Sciences

**Position Number:** 117760

**Category Status:** Non-Tenure Track Faculty; Full-time

**Unit:** AGNR-UME - Prince George's (and Charles County)

**Home Office Location:** UME- Prince George's County, 6707 Groveton Dr., Clinton, MD 20735

**Position Summary/Purpose of Position:**

This position provides the Family and Consumer Sciences (FCS) programming in Prince George's and Charles Counties. The FCS promotes health and well-being of all Maryland residents at every stage of life through education, research, and outreach. The Agent Associate is responsible for supporting the development, implementation, and evaluation of research-based educational and outreach programs. The programs will be based on evidence-based programs that support statewide priorities as determined by the UME and local needs. Programs will focus primarily on financial well-being for families, youth, and communities and may also address health and well-being.

This position will also create and support community partnerships (e.g., financial institutions, economic development agencies, public schools, libraries, senior centers, community organizations) that support extension programs and policy, systems, and environmental approaches. In carrying out these duties, the educator is responsible to the FCS Program Leader for programmatic leadership. For administrative matters, the individual is responsible to the Area Extension Director.

**Responsibilities:**

- Plan, implement and evaluate interdisciplinary and innovative educational programs designed to meet the community needs for increasing financial literacy and well-being. Promote financial and health equity by addressing underserved and marginalized communities and groups.
- Provide educational programs and outreach that are culturally appropriate for a diversity of audiences. Deliver programs focusing on improving the economic well-being of individuals, families, and communities. Education and outreach programs may include workshops, seminars, training, webinars, and train-the-trainer opportunities that are virtual, in-person, or blended.
- Collaborate with other FCS, UME faculty, Extension Advisory Committee (EAC) members, and other appropriate stakeholders in the county/Cluster to identify the needs of individuals, families, and communities.
- Partner with other FCS educators in County/Cluster to plan and implement educational programs designed to meet the needs and priorities of audiences and communities.
- Engage clientele in the education process using learner-centered strategies and other approaches that result in positive behavioral changes.
- Evaluate programs and report on outputs and impacts utilizing evaluation strategies as outlined by the FCS and program Action Teams. Evaluate priority programs to assess knowledge gain or skills learned in the short term, and intent to change and behavioral change over time.
- Develop local partnerships and collaborations with external organizations such as schools, human service agencies, libraries, government agencies, health coalitions, and others to promote health behaviors through Extension programming and create healthy communities.
- Utilize educational materials from University of Maryland, other state/national Extension programs and Universities, government and non-profit organizations that are grounded in research, science, and evidence-based when feasible.
- Develop and/or collaborate on funding proposals to supplement and enhance local program efforts when possible, including grants and contracts to offset costs and to acquire resources.
- Engage and participate in county office team efforts to increase internal collaborations and build local stakeholder support for all UME programs.

**Qualifications:**

*Required –*

- B.S. Degree, in human development, personal finance, education, Family & Consumer Sciences, Family Economics or other related subject matter area
- 1 year of experience in finance or related field.
- Experience in educational program development and the evaluation process.
- Evidence of knowledge and ability to effectively communicate with and engage diverse clientele.
- Demonstrated evidence of excellent teaching and communication skills.
- Ability to think independently, and work successfully as a member of a cohesive team.
- Strong interpersonal skills to support the development of successful collaborations.
- Computer competency and experience with Google and Microsoft Word, Excel, PowerPoint, Publisher and other office and management software.
- Demonstrated program management, organization, and time management skills.
- Commitment to lifelong learning and professional development.
- Personal transportation and valid driver's license required. Must be willing to travel throughout Cluster, as well as the State of Maryland as needed.
- Flexibility to work a schedule requiring delivery of evening and weekend educational programs and activities as determined by clientele availability and needs.
- Evidence of capacity to support and build upon UME Diversity, Equity, Inclusion and Respect goals within the Extension program model.
- This position is subject to a Criminal History Record Check and University of Maryland Background check. Employment is contingent upon successful completion and clearance of the Criminal History Record Check.

*Preferred –*

- M.S. Degree in human development, personal finance, education, Family & Consumer Sciences, Family Economics or other related subject matter area
- 2 or more years of experience in finance or related field
- Educational background and/or experience in the health field
- Extension or similar work experience in formal or non-formal community-based education.
- Ability and experience in using social media to engage clientele
- Bilingual proficiency in English and Spanish

**Physical Demands of the Position:**

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.

- **Nature of the Position:** This position frequently presents information through vocal and written communication to individuals of various ages, socio-economic, and educational backgrounds.
- **Physical Demands:** A routine part of this position's responsibilities would be to transport materials to and from teaching and event locations, including loading and unloading the vehicle. The employee will frequently lift and/or move items weighing up to 20 pounds. Set-up and teardown of displays, tables, and chairs would be necessary at many teaching sites.
- **Environmental:** Team driven, office environment of professional character, competence, and collaboration. Deadline driven in terms of program planning and reporting. This position requires the employee to work outdoors at certain times of the year, especially during the time field research, demonstrations, and meetings are conducted as well as annual county fair. This may occur during very hot and/or inclement weather. This position serves two counties and will work out of two offices.
- **Visual Acuity:** Visual acuity is required for preparing and analyzing written or computer data and presentations.

**Salary & Benefits:**

Salary will be commensurate with experience: Bachelor's Base starting at: \$43,300/Master's Base starting at: \$45,269. The University of Maryland offers an extensive benefits package.

**Applications:**

All candidates must apply online at <https://ejobs.umd.edu/postings/105742>. A complete application packet includes a letter of application, a current (signed) resume, copies of transcripts (official transcripts will be required if offered the position), and three (3) professional references, including name, mailing address, telephone number, and e-mail address.

**Closing Date:** For best consideration, apply by **April 30, 2023** or until an acceptable candidate is identified.

The University of Maryland, College Park, an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.