Position Announcement

Area Forestry and Natural Resources Agent: Pee Dee Region. Home County: Williamsburg

Job Purpose: Deliver educational programs to citizens of Williamsburg County and the surrounding Pee Dee area. Educational programs will focus on adult audiences, but will also include youth outreach. Programs will address issues related to forestry industry, conservation and the environment, production and profitability and best management practices and work with county Forestry and Landowners Associations.

Responsibilities:

A. Develop and deliver Forestry and Natural Resource related educational programs to the citizens of Williamsburg County and the surrounding Pee Dee area. Assist growers and producers by providing unbiased, research based information in a timely manner. Work with local industry related groups, County Landowners Associations, and other groups and organizations to deliver educational programs to citizens of Williamsburg County and the surrounding Pee Dee area.

B. Work with 4-H Agents and club leaders to deliver forestry and natural resource related educational programs at local, regional, and statewide events.

C. Provide leadership for the establishment, maintenance and utilization of Extension Advisory Committee to direct, assist in program delivery and to seek resources for program development.

D. Develop a cooperative working relationship with other resource people and involve them in forestry educational programs.

E. Ensure compliance with all civil rights, affirmative action guidelines in designated areas of responsibility.

F. Provide necessary accountability reports to Advisory Committees, County Council and Clemson University regarding the accomplishments of forestry educational programs.

QUALIFICATIONS: Bachelor’s degree in Forestry or related field required. Master’s Degree preferred. Knowledge of, or experience with, Cooperative Extension, and 4-H youth development program desired. Demonstrated written and interpersonal communication skills, including teaching, public speaking and group facilitation required. Computer proficiency, i.e., MS Office and web pages, expected. Must possess organizational skills, flexibility, and the ability to set priorities and manage multiple job tasks. Ability to work daytime, evenings, and weekends, as needed. Employee must possess initiative, creativity, ability to take direction, and use discretion in decision making, and demonstrate a willingness to learn and improve proficiency in professional skills and subject matter. With experience, employee is expected to work independently to accomplish goals and objectives. Subject to periodic visits by, and conferences with the Program Team Leader; Extension Field Operations; Regional Lead Agent; daily contact with the County Coordinator pertaining to all phases of the agent’s responsibility. Position will be housed in Williamsburg County Extension Office.

HOW TO APPLY: Send a letter of interest, resume, Extension Application (found at www.clemson.edu/extension) three letters of reference and copy of transcript to:

Mr. M. J. Simmons, Administrative Officer,
Clemson University, 107 Barre Hall, Clemson, SC 29634-0120.

Review of materials will begin immediately and continue until the position is filled.
To ensure full consideration, please submit materials by: September 30, 2012.

For more information, please go to: http://findjobs.clemson.edu JobID: 11767

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