



**Position Description**

**Extension Specialist II - Family and Consumer Sciences Extension Program Leader**

**SALARY:** Commensurate with qualification and experience

**DUTIES AND RESPONSIBILITIES:** The candidate provides administrative coordination and program leadership for all Extension programs in Family and Consumer Sciences. The candidate will assume the following duties: provide program and administrative oversight and accountability for Family and Consumer Sciences within the 1890 Extension Program; serve as direct contact to external agencies relating to program implementation, budget and accountability reports and coordination. Review and provide all major projects' products, teaching materials, project news releases, and reports; act as the primary spokesperson in responding to inquiries about Extension Family and Consumer Sciences Programs. Prepare program of work and coordinate program activities; establish and maintain a system for reviewing and completing program tasks; develop a reporting system that will consolidate county data into an integrated assessment of program impacts; prepare required reports and file reports with appropriate funding agencies in a timely manner; oversee the dissemination of program impacts to the Extension system, the University and other agencies and organizations who work with low-income audiences in Family and Consumer Sciences; maintain communication with the 1890 Extension administration and Dean of progress on the program; supervise all EFNEP, SNAP-Ed and other FCS Extension staff; and perform other assigned duties.

**Basic Qualifications:** A graduate degree (Ph.D. preferred, M.S. degree required in an area in Family and Consumer Sciences). A minimum of ten years of prior FCS Extension experience is preferred.

**Fringe Benefits:** Group health, dental, life and disability insurance; retirement, Social Security; worker's compensation; paid holidays; vacation and sick leave; tuition discount for employee, spouse and unmarried dependent children.

**Application Procedure:** Interested applicants should submit a letter of application, three letters of reference, official transcripts and resume to:

University of Arkansas at Pine Bluff  
Human Resources Department  
1200 North University Drive Mail Slot 4942  
Pine Bluff, AR 71601  
Phone: (870) 575-8400  
E-Mail: [uapbjobs@uapb.edu](mailto:uapbjobs@uapb.edu)

Filing Deadline: Applications will be accepted until suitable candidates are identified.

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