

# IOWA STATE UNIVERSITY

## An Equal Opportunity/Affirmative Action Employer

### Vacancy Announcement

Vacancy ID #	50463P
Title	Field Specialist I/II – Family Finance
Employing Department	Human Sciences Extension and Outreach
Appointment Conditions	Term, 12 Months, Part Time, 32 Hours, Appointment Ending 09/30/2017 with possibility of renewal based on funding
Proposed Start Date	As soon as possible
Job Description	<p>Iowa State University Extension and Outreach is seeking qualified candidates for a Human Sciences Specialist position to be filled at the Field Specialist I or II level. The position will focus on Family Finance within Human Sciences. The position will promote Extension engagement and education with individuals, families, and communities.</p> <p>Responsibilities include providing educational opportunities through programming leadership, delivery, consultation, technical assistance and support for integrated content in the areas of human sciences with primary focus on aspects of family finance. Additional duties include the development of program materials and the provision of staff and volunteer training, as well as the development of educational models that may be used by the Extension and Outreach system to effectively build relationships with individuals, families, and communities.</p> <p>In addition to Field Specialist I duties listed above, a Field Specialist II will create and deliver comprehensive and complex programming, conduct needs assessment activities and identify and implement innovative ways to meet clients' needs, take an active role in the development of interdisciplinary programming, and provide leadership/supervision and subject-matter expertise at the local, area and state level.</p>

	<p>The successful candidate will be able to develop partnerships and collaborations with appropriate agencies, associations and organizations to implement program activities. Strong organizational, facilitation and communications skills, along with an ability to pay close attention to detail will be essential for success in the position. The candidate will also possess the ability to prioritize multiple ongoing tasks concurrently to ensure immediate deadlines are met, as well as exceptional analytical and public relations skills to effectively represent and deliver ISU Human Sciences Extension and Outreach educational opportunities and programs.</p>
<p>Required Qualifications</p>	<p>Field Specialist I: Bachelor’s degree and three years of related experience.</p> <p>Field Specialist II: Bachelor’s degree and five years of related experience OR a Master’s degree and three years of related experience.</p>
<p>Preferred Qualifications</p>	<p>Degree in Family Finance, Consumer Economics, Family Economics, Education or closely related discipline. Additional years of experience. Experience that demonstrates understanding and application of appropriate adult learning strategies. Experience in securing and administering grants and/or contracts. Training or experience with consumer decision making principles and/or personal/family finance principles. Experience developing, implementing, and evaluating family finance programs. Experience that demonstrates the ability to organize, coordinate, and communicate effectively with a wide range of audiences.</p>
<p>Salary</p>	<p>Commensurate with experience and education.</p>
<p>Special Conditions</p>	<p>This position serves Region 4 (Allamakee, Chickasaw, Clayton, Fayette, Howard, and Winneshiek Counties) and Region 9 (Black Hawk, Bremer, Buchanan, Butler, Grundy, and Tama Counties) with a base office location negotiable within the counties served.</p> <p>All offers of employment, oral and written, are contingent upon the university's verification of credentials and other information required by federal and state law, ISU policies/procedures, and may include the completion of a background check.</p>

Application Instructions	<p>Application must be submitted online. Please be prepared answer screening questions and to attach or enter the following:</p> <ol style="list-style-type: none"> <li>1) Resume/Curriculum Vitae</li> <li>2) Letter of Application/Cover Letter</li> <li>3) Contact information for three references</li> </ol> <p>If you have questions regarding this vacancy, please email Kaela Black at <a href="mailto:kblack@iastate.edu">kblack@iastate.edu</a> or call 515-294-3283. If you have questions regarding this application process, please email <a href="mailto:employment@iastate.edu">employment@iastate.edu</a> or call 515-294-4800 or Toll Free: 1-877-477-7485.</p>
To ensure consideration, submit application by:	11/15/2015
Application Quick Link	<a href="http://www.iastatejobs.com/postings/15033">http://www.iastatejobs.com/postings/15033</a>

For additional information about employment opportunities at Iowa State University, contact:

**Recruitment & Employment Office**

3810 Beardshear Hall

Ames IA 50011-2033

Phone: 515-294-4800 or Toll Free: 1-877-477-7485

E-Mail: [employment@iastate.edu](mailto:employment@iastate.edu)

Or visit our website at <http://www.iastatejobs.com>

*Iowa State University is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, genetic information, national origin, marital status, disability, or protected veteran status, and will not be discriminated against. Inquiries can be directed to the Director of Equal Opportunity, 3350 Beardshear Hall, (515) 294-7612.*