

**CORNELL UNIVERSITY
STAFF POSITION DESCRIPTION**

General Information

POSITION GENERAL INFORMATION:	<input checked="" type="checkbox"/> New Hire/New Position	<input type="checkbox"/> Update to Current Position
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Current Incumbent, if any:	Click or tap here to enter text.	Position #:	01195869
University Job Title:	Extension Support Specialist II	Pay Band:	F
Working Title (if different):	Business Management Specialist	Exempt: <input checked="" type="checkbox"/>	Nonexempt: <input type="checkbox"/>
Department Name:	Cornell Cooperative Extension	Dept Code:	105

Immediate Supervisor's Name:	Click or tap here to enter text.	Pay Band:	F
Supervisor's University Job Title:	Craig Kahlke- Extension Associate		
Working Title (if different):	Click or tap here to enter text.		

CULTURE OF INCLUSION AND COMMUNITY STANDARDS: Skills essential for individual and organizational success.
<p>As a university founded to be a place where "...any person can find instruction in any study," inclusion and belonging are at the core of our values and mission. We strive to be a welcoming, caring, healthy community where students, faculty, and staff with different backgrounds, perspectives, abilities, and experiences can learn, innovate, and work in an environment of respect, and feel empowered to engage in any community conversation. As a member of the Cornell University community, it is important to recognize our shared responsibility to each other to cultivate a culture of inclusion for all. Cornell Core values</p> <p>As a people manager and university leader you will model and support a culture of inclusion, belonging, and wellbeing by fostering an environment where everyone has the ability to thrive and navigate work and life's challenges because they feel like they belong and have the tools and support they need.</p> <p>While position responsibilities vary greatly, the Skills for Success and Leadership Skills for Success are foundational to what is expected of every employee and leader working at Cornell. These skills are essential for individual and organizational success. Staff Skills for Success; Leadership Skills for Success</p>

DEPARTMENT BACKGROUND: Provide a brief overview of your department/unit.

The College of Agriculture and Life Sciences (CALs) is a pioneer of purpose-driven science and Cornell University's second largest college. We work across disciplines to tackle the challenges of our time through world-renowned research, education, and outreach. The questions we probe and the answers we seek focus on three overlapping concerns: We believe that achieving next-generation scientific breakthroughs requires an understanding of the world's complex, interlocking systems. We believe that access to nutritious food and a healthy environment is a fundamental human right. We believe that ensuring a prosperous global future depends on the ability to support local people and communities everywhere. By working in and across multiple scientific areas, CALs can address challenges and opportunities of the greatest relevance, here in New York, across the nation, and around the world.

REWARDS AND BENEFITS: Highlight the unique benefits offered by Cornell and specifically to the position.

Competitive compensation, generous time-off, and great benefits ...[More on Cornell Benefits](#)

Position Summary

POSITION SUMMARY: Explain the purpose for the position and summarize the responsibilities to include in job ad.

Cornell Cooperative Extension (CCE) provides the educational outreach functions for Cornell University's role as New York State's Land Grant University. Programmatically, CCE connects the College of Agriculture and Life Sciences (CALs) and the College of Human Ecology (CHE) with 55 off-campus Associations, Integrated Pest Management, New York State Sea Grant, Area Specialists, and CCE New York City.

The Lake Ontario Fruit Program (LOF) serves commercial fruit producers in Wayne, Monroe, Orleans, Niagara, and Oswego counties along the shore of Lake Ontario. In these counties, there are 414 apple farms growing 39,973 acres. New York State is the second in national apple production, and the LOF region represents 65% of the acreage in New York. Modern planting systems range from 600 to 2000 trees per acre and are supported by a trellis system or individual tree supports. In addition, peaches, sweet cherries, tart cherries, apricots, and many berry crops are also produced in the region. The fruit industry of the LOF region is growing, vibrant, and continues to invest in modern technology to compete in world markets.

Provide leadership in consultation with faculty and industry leaders for planning, implementing, and evaluating educational programs that address producer-identified needs and opportunities, emphasizing business management for commercial growers and other industry clientele. Primary emphasis will be in tree fruit but could extend to other horticultural commodities.

Implement educational programs utilizing a variety of methods. Provide producers and industry with a framework to analyze production and management alternatives and maximize profit opportunities based on emerging best-management practices. Identify, initiate, and conduct demonstrations and in-depth applied research projects appropriate to the needs of the fruit industry in western New York.

Prepare quarterly reports, impact statements, and yearly success stories on program progress and accomplishments. Communicate evaluation results, findings, and recommendations to program partners and funders. Support team efforts in communication with industry stakeholders and partners. Participate in professional development opportunities, conferences, and workshops such as the annual Agriculture and Food Systems In-Service, appropriate to program and personal skill enhancement.

This position is full-time (40 hours/week) and will be in the Rochester, New York area. This is a one-year appointment with possible extension depending on funding and performance.

This position is eligible for a hybrid work arrangement. Employees typically perform this role remotely 2-3 days per week and on-site 2-3 days per week. The university reserves the right to modify, suspend, revoke, or terminate the hybrid work arrangement at any time.

While position responsibilities vary, every member of our community is expected to foster a culture of belonging and a healthy work environment by communicating across differences; being cooperative, collaborative, open, and welcoming; showing respect, compassion, and empathy; engaging and supporting others regardless of background or perspective; speaking up when others are being excluded or treated inappropriately; and supporting work/life integration of oneself and others.

Campus Collaboration is expected.

To be a self-starter and willing to seek out answers and develop trust and collaboration with the stakeholder, extension, and academic communities.

Relocation assistance will not be provided for this position.

REQUIRED QUALIFICATIONS: Specify required minimum equivalency for education, experience, skills, knowledge, etc.

POSITION COMPETENCIES/SKILLS: Job related knowledge, skills, abilities, and behaviors that contribute to success.

- Bachelor of Science Degree in Agriculture, Agricultural Economics, Business Management, or related fields and 3+ years of relevant work experience in Agribusiness, Horticultural Crop Production, Education, or closely related fields, or the equivalent combination of education and experience.
- Strong interpersonal skills with proven ability to work with diverse audiences in group and one-on-one settings.
- Ability to work effectively with industry, economic development groups, advisory boards and committees, community/ funding partners, and other stakeholders.
- Fundamental competence utilizing current technology as a management and program delivery tool (Excel, Word, PowerPoint, Access, Internet, and Web development).
- Knowledge and experience in current and emerging issues and production practices of horticultural crops.
- Ability to define, conduct, and interpret applied research and demonstration projects.
- Effective written and verbal communication skills.
- Strong leadership and teamwork skills.
- Must be able to maintain a high level of confidentiality.
- Able to work in a fast-paced environment and quickly adjust to changing priorities.
- Must be able to meet the travel requirements of the position and have reliable transportation as well as have and maintain a valid and unrestricted New York State driver's license.
- Ability to work evenings and weekends as essential job functions require.
- Must exercise sound and ethical judgment when acting on behalf of the University.
- Compliant with all Cornell University and job-related training requirements.
- Demonstrated skill in understanding cultural differences.

PREFERRED QUALIFICATIONS: Specify preferred specialized education, field and/or certifications.

- Advanced degree (Master of Science or Master of Business Administration) in a closely related field.
- Coursework in Horticultural Sciences, Marketing, Labor Management, Adult Education, and Communications.
- Successful experience obtaining new funding, including grants and industry support.
- Ability to become familiar with the Cornell Cooperative Extension system in support of the fruit industry.
- Appreciation of agriculture as a business and as a lifestyle.
- Creativity, energy, motivation, and positive enthusiasm.

Position Responsibilities

POSITION RESPONSIBILITIES/ESSENTIAL FUNCTIONS: List the responsibilities and estimate percentage of annual time spent on each responsibility. Include only the essential functions that are fundamental and necessary to the position.	
List each responsibility and associated percent totaling 100%	
<p><u>Program Implementation:</u></p> <ul style="list-style-type: none"> • Implement educational programs utilizing various methods, including workshops, formal classroom teaching and small group experiences, mass media, newsletters, electronic technology, use of the internet, and distance learning. • Work with farms to analyze management strategies to expand production and profitability. • Deliver one-on-one consultations with key producers and industry partners related to program initiatives and available resources. 	30%
<p><u>Program Development:</u></p> <ul style="list-style-type: none"> • Provide leadership in consultation with faculty and industry leaders for planning, implementing, and evaluating educational programs that address producer-identified needs and opportunities, emphasizing business management for commercial growers and other industry clientele. Primary emphasis will be in tree fruit but could extend to other horticultural commodities. The program will include economics of production, record keeping and business analysis, financial management, forms of business organizations, labor management, taxation, and marketing. • Provide producers and industry with a framework to analyze production and management alternatives and maximize profit opportunities based on emerging best-management practices. • Participate in applied research projects appropriate to the needs of the fruit industry in western New York. 	20%
<p><u>Program Evaluation:</u></p> <ul style="list-style-type: none"> • Define and implement 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. • Prepare quarterly reports, impact statements, and yearly success stories on program progress and accomplishments. • Communicate evaluation results, findings, and recommendations to program partners and funders. • Ensure compliance with the evaluation and reporting requirements of funding partners. 	10 %
<p><u>Program Management:</u></p> <ul style="list-style-type: none"> • Responsible for day-to-day program operations and fiscal accountability. Must operate within approved budget of the program. • Support efforts in communication with stakeholders and partners through newsletters, quarterly reports, news releases, etc. • Provides supervision and guidance to staff hired to support the program, such as technicians, interns, etc. 	10%

<ul style="list-style-type: none"> • Support efforts in planning and implementing regional and statewide events and conferences related to Cornell, Cooperative Extension, or related collaborators. • Individually and collaboratively explore and pursue new and additional funding sources to enhance and extend program opportunities. • Enhance and promote teamwork. 	
<p><u>Program Stewardship and Outreach:</u></p> <p><u>Internal</u></p> <ul style="list-style-type: none"> • Work collaboratively as a member of existing regional, multi-county and statewide teams and workgroups. • Work closely with faculty and administration at Cornell University. • Build collaborative relationships and maintain timely and effective communication with County Extension Associations. <p><u>External</u></p> <ul style="list-style-type: none"> • Build and maintain effective relationships with producers/growers, consultants, and other industry representatives. • Develop and maintain effective communication and working relationships with appropriate agribusiness, industry partners, other educational institutions and governmental agencies and organizations. • Support team efforts in communication with industry stakeholders and partners. • Participate in statewide, collaborative research projects with university and extension faculty, staff, and other agencies and organizations. 	10%
<p><u>Organizational Leadership:</u></p> <ul style="list-style-type: none"> • Support Cornell University and Cooperative Extension system-wide initiatives through participation in program work teams, ad-hoc committees, and advisory groups. • Participate in regional, statewide, and national workgroups related to the work of Cornell University, Cooperative Extension, and the Commercial Fruit Industry. • Foster strong collaboration among faculty, peers, and industry. • Establish and maintain positive relationships with the many individuals and groups that support the work of the organization. 	5%
<p><u>Safety Requirements:</u></p> <ul style="list-style-type: none"> • Adhere to all safety protocols with a solid understanding of field/laboratory safety techniques and procedures. • Ensure field/laboratory procedures comply with chemical safety procedures. • Ensure the proper disposal of field/laboratory waste and hazardous materials. • Ensure that other field/lab personnel adhere to all laboratory safety protocols. • Complete training on field/lab safety and proper handling of chemicals as required by CALS EHS. Keep areas free of safety hazards. 	5 %
<p><u>Professional Development:</u></p> <ul style="list-style-type: none"> • Participate in professional development opportunities, conferences, and workshops such as the annual Agriculture and Food Systems In-Service, appropriate to program and personal skill enhancement. • Participate in related regional, statewide, and national professional organizations. 	5%

Other position-related responsibilities <ul style="list-style-type: none"> Participate in projects or other duties as assigned with occasional work responsibility falling above or below current classification. Completion of any university required compliance trainings. 	5%
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POSITION LEADERSHIP/MANAGEMENT RESPONSIBILITIES: For positions with responsibilities focused on managing the work of others and developing others. [REQUIRED FOR THOSE THAT SUPERVISE OTHERS] N/A		
Number of/Range of Direct Reports	_____ Exempt	_____ Nonexempt
Number of/Range of Indirect Reports	_____ Exempt	_____ Nonexempt
Number of/Range of Student or Temporary	_____ Exempt	_____ Nonexempt

Work Designation

WORK DESIGNATION: Assessment of position’s primary setting for performing work. Please select one.		
<input type="checkbox"/>	Onsite	<ul style="list-style-type: none"> Positions requiring 100% on-site presence. May be able to occasionally work remotely. Requires a traditional office or space for interaction with faculty, staff, students and/or customers. Most/all position responsibilities must be performed in person. Aspects of Cornell’s physical environment are applicable. <p>Regularly require onsite interaction with students, faculty, staff, or other customers</p>
<input checked="" type="checkbox"/>	Hybrid	<ul style="list-style-type: none"> Positions with the ability to regularly be performed at least partially remotely. Includes seasonal hybrid, variable hybrid, and consistent hybrid. May require a traditional office or space for interaction with faculty, staff, students and/or customers. Position responsibilities are a combination of those performed remotely and those performed in person. Aspects of Cornell’s physical environment may be applicable. <p>Periodic onsite interaction with students, faculty, staff, or other customers.</p>
<input type="checkbox"/>	Remote	<ul style="list-style-type: none"> Positions within/outside of New York State which can be performed 100% remotely. May be asked to travel to campus periodically. Does not require a traditional office or space for interaction with faculty, staff, students and/or customers. All position responsibilities can be performed remotely. Aspects of Cornell’s physical environment are not applicable. <p>No onsite interaction with students, faculty, staff, or other customers.</p>

Essential Working Conditions *(after considering reasonable accommodations)*

Physical (lift/carry/push/pull): Typically lifts more than 50 lbs

Visual: Normal concentration

Hazards: Limited exposure