

University of Maine
PAT Professional Job Description

Revision Date: 01/02/2013

Reports to: James Dill

Title: PAT Professional

Dept: Cooperative Extension (Pest Management Office)

Position Type: Regular/Full time contingent upon funding & adequate performance

Essential Functions

- Edits, updates, revises, writes and adapts study material for use in Maine's PAT program.
- Assist in the delivery of educational programs in support of PAT that align with the UMCE mission and plan of work.
- Assist in the daily aspects of the Pest Management Office as it relates to computer software and the PAT program.
- Maintains various aspects of the web site for PMO
- Assists in the implementation of IPM programs in various commodities
- Assists in the design and implementation of a plan of work that addresses priorities in Pest Management, especially in PAT.
- Assists in the delivery of workshops and short courses that enhance client knowledge and capacity for applied learning.
- Work collaboratively with other agencies, organizations, and citizen advisory groups to uniquely address priority issues with an emphasis on greatest potential audience impact through statewide and multi-state programs.
- Collaborate with Extension colleagues and other agency staff to deliver programs in community settings
- Assist and extend faculty efforts in securing external grants and contracts for program expansion and sustainability.
- Draw upon existing educational resources and materials for use in educational programs.
- Support faculty in assessing local needs as part of grant development and implementation.
- Serve local, regional and state program development teams.
- Serve on organizational development and governance committees.
- Report program activities and impacts on Plugged-In.
- Ensure compliance with affirmative action and equal employment opportunity guidelines.
- Develop and sustain a professional development plan in support of one's professional and organizational priorities.

Secondary Functions:

- Participate in PMO Extension Staff meetings as a member of the PMO as appropriate
- Participate in organizational program meetings to support program development that reflects the PMO programs.
- Other duties as assigned that relate to UMCE Pest Management mission, especially as they relate to the PAT program.

Knowledge & Skill Qualifications:

- Master's degree in biological sciences or agronomy related fields or bachelor's degree within three year's experience with PC computers and word processing, desk top publishing and demonstrated writing ability.
- Skill in developing and delivering educational programs.
- Oral and written communications skills.
- PC computer proficiency.
- Ability to work independently and as part of a team.
- Ability to be self-motivated and directed.
- Skill in working collaboratively with other agencies and organizations.
- Strong commitment to serving diverse audiences and supporting equal opportunity and affirmative action goals.
- Background and skills in supervising other preferred.

Work Environment:

The PAT Professional is expected to:

- Work out of the Pest Management Office with statewide and some multi-state responsibilities.
- Assume work responsibilities including evening and weekend commitments.
- Work with colleagues and appropriate agencies to create an annual plan of work that addresses the changing issues and needs of the citizens who benefit from Extension PAT programs.
- In-state travel normally requiring a driver's license. Is required with reimbursement at the contract rate.

Work Schedule:

University of Maine Cooperative Extension office hours are 8:00 am to 4:30 pm. The PAT Professional will work a flexible schedule to meet the requirements of the position that may involve work beyond regular office hours.

Work Year:

The PAT Professional is a regular full time position.

Performance Evaluation Schedule:

Performance evaluation will be conducted according to the UMPSA agreement.

University of Maine
Pesticide Safety Education Program Professional Job Description

Date: 05/02/2017

Reports to: James Dill

Title: PSEP Professional

Dept: Cooperative Extension-(Pest Management Office (PMO))

Position Type: Regular/Full time contingent upon funding & adequate performance

Essential Functions

- Edits, updates, revises, writes and adapts study material for use in Maine's PSEP program.
- Coordinates the daily aspects of the PSEP program.
- Delivers/coordinates educational programs in support of PSEP that align with the University of Maine Extension's mission and plan of work.
- Assists in the implementation of IPM programs in various commodities including outreach to communities.
- Assists in the design and implementation of a plan of work that addresses priorities in Pest Management, especially in PSEP.
- Coordinates the delivery of workshops, webinars, and short courses that enhance client knowledge and capacity for applied learning in pesticide safety, pest management including commercial, private, and the general public.
- Work collaboratively with other agencies, organizations, and citizen advisory groups to uniquely address priority issues with an emphasis on greatest potential audience impact through statewide and multi-state programs.
- Collaborate with Extension colleagues and other agency staff to deliver programs in community settings
- Assist and extend efforts in securing external grants and contracts for program expansion and sustainability.
- Create new or draw upon existing educational resources and materials for use in educational programs.
- Support faculty in assessing local needs as part of grant development and implementation.
- Serve on local, regional and state program development teams related to pest management/pesticide education.
- Serve on organizational development and governance committees.
- Report program activities and impacts on Plugged-In.
- Ensure compliance with affirmative action and equal employment opportunity guidelines.
- Develop and sustain a professional development plan in support of one's professional and organizational priorities.
- Maintains various aspects of the website for PMO programming in pest and pesticide education.

Secondary Functions:

- Participate in PMO Extension Staff meetings as a member of the PMO as appropriate
- Participate in organizational program meetings to support program development that reflects the PMO programs.
- Other duties as assigned that relate to UMCE Pest Management mission, especially as they relate to the PSEP program.

Knowledge & Skill Qualifications:

- Master's degree in biological sciences or plant science related fields
- Skill in developing and delivering educational programs.
- Oral and written communications skills with demonstrated writing ability.
- Computer proficiency with experience in word processing and desktop publishing.
- Ability to work independently and as part of a team.
- Self-motivated and directed.
- Skill in working collaboratively with other agencies and organizations.
- Strong commitment to serving diverse audiences and supporting equal opportunity and affirmative action goals.
- Background and skills in supervising other preferred.

Work Environment:**The PSEP Professional is expected to:**

- Work out of the Pest Management Office located in Orono, Maine with statewide and some multi-state responsibilities.
- Assume work responsibilities including evening and weekend commitments.
- Work with colleagues and appropriate agencies to create an annual plan of work that addresses the changing issues and needs of the citizens who benefit from Extension PSEP programs.
- In-state travel normally requiring a driver's license. Is required with reimbursement at the contract rate.

Work Schedule:

University of Maine Cooperative Extension office hours are weekdays from 8:00 am to 4:30 pm. The PSEP Professional will work a flexible schedule to meet the requirements of the position that may involve work beyond regular office hours.

Work Year:

The PSEP Professional is a regular full time position.

Performance Evaluation Schedule:

Performance evaluation will be conducted according to the UMPSA agreement.