Professional Development Resources for <mark>Non-academic staff</mark>

(Non-academic staff includes PIs, 4-HPCs, CNIs, CT, CT type and AP staff)

- **Educational Assistance Program**- University sponsored employee benefit; all requests subject to approval from Central Human Resources
    - https://hr.msu.edu/professional-development/ed-assist/index.html
    - Available to employees who have completed 12 FTEs (full-time equivalent service months) with MSU
    - Non-credit courses: work-related courses and conferences.
        - $800 to use towards the above stated courses.
        - The $800 refreshes each academic year (mid-August of each year).
        - You cannot roll the $800 to the next year. If it not used by the new academic year, you lose it.
    - For Credit courses: work-related courses at an accredited institution in MI
        - MSU courses are processed as a tuition waiver up to 14 credits per academic year.
        - Non-MSU courses are processed as a reimbursement up to 14 credits per academic year.
        - Dollar amount is determined based on employee type:
            - View chart here: https://hr.msu.edu/professional-development/ed-assist/documents/EdAssistUnionSummary.pdf
            - Note that Extension non-academic employees will look at the second to last box from the bottom.
            - Union support staff will look at the box that corresponds to their union type.
    - Policy and procedure can be found here: https://www.hr.msu.edu/policies-procedures/support-staff/support-staff-policies-procedures/edassist.html
    - Instructional PDF: http://www.canr.msu.edu/od/human_resources/processes_forms

- **ElevateU**- University sponsored program
    - http://professionaldevelopment.hr.msu.edu/elevateu
    - A free e-learning tool that can be accessed from the convenience of your computer through EBS.
        - Log into EBS, select My Career & Training, then select ElevateU Online Training.
    - This site grants access to millions of online books, articles, courses (both self-lead and instructor-lead), videos, simulations and many more items.

- **MSU Library-** University resource
    - http://www.lib.msu.edu/
    - Access to millions of resources online- including journals, newspapers, eBooks and data sources

- **Supplemental Educational Assistance Program**- Extension sponsored program
    - http://www.canr.msu.edu/od/human_resources/Administrative%20Handbook.pdf
    - Up to $500 in supplemental dollars to PIs, 4-HPCs, CNIs.
    - Can be used to reimburse non-academic employee for travel, books, supplies, etc.
    - Must fill out form and submit within sixty (60) days following the completion of the semester/term.
        - Form: http://www.canr.msu.edu/od/uploads/files/Human_Resources/Ed_assist_expense_form_8.27.15.pdf

- **Endowed Fund Awards**- Extension sponsored program
    - http://www.canr.msu.edu/od/professional_development/endowed_fund_award
    - Available only to Extension staff with the following title: Extension Educator, Senior Extension Educator, Extension Specialist, Senior Extension Specialist, Academic Specialist, Program Instructor, Community Nutrition Instructor, or 4-H Program Coordinator.

- You must have one year of service, be at least 50% for your appointment, have your supervisor's approval, and be a member of ESP, CNRDA, MAEA, MESSA, MAE4-HYS, or MEAFCS
- Award amount varies from $100-$500.
- Eligible activities include fees for workshops, conferences and seminars or other related expenses associated with professional growth and improvement.
- Must complete the application found at the bottom of the page (link found above) to apply.

- **KJ Moilanen Memorial Scholarship Fund Award**- Extension sponsored program
  - http://www.canr.msu.edu/od/professional_development/k._j._moilanen_memorial_scholarship_fund_award
  - You must have one year of service, have a 50% or more appointment, and have your supervisor's approval.
  - Award amount varies from $500-$3,000.
  - Must complete the application found at the bottom of the page (link found above) to apply.

- **MSU Extension - Resources for Extension Institutes** -Extension resource
  - http://libguides.lib.msu.edu/MSU-Extension-Institutes
  - This guide hosts a page for each of the Extension Institutes. On the page, each team unit has a box which lists recommended databases, online resources, and other materials or guides that will give you a head start on researching that topic area.

- **MSU Extension - Resources for Organizational Development** -Extension resource
  - http://libguides.lib.msu.edu/Ext-OD
  - This guide was just updated to reflect the reorganization to the newly defined core competencies. As on the EI pages, each competency has its own page and resources identified.