



Associate Director, NDSU Extension

<https://jobs.ndsu.edu/>
Opening #2001439

Lead dynamic Extension agents/educators in North Dakota

NDSU

Position: Full-time

Salary: Commensurate with qualifications and experience

Benefits include retirement plan and full coverage for family health insurance

Location: Fargo, ND

To apply

- Visit <https://jobs.ndsu.edu/>
- create an account
- search for opening #2001439
- create and submit your application when prompted

Screening will begin
May 11, 2020

Direct questions to:
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Search Committee Chair
Associate Dean
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NDSU is an ADVANCE institution and Carnegie High Research Activity Institution.

Women and traditionally underrepresented groups are encouraged to apply.

North Dakota State University is an Equal Opportunity employer and all qualified applicants will receive consideration for employment without regard to age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable. Direct inquiries to Vice Provost for Title IX/ADA Coordinator, Old Main 201, NDSU Main Campus, 701-231-7708, ndsu.eoaa@ndsu.edu. This publication will be made available in alternative formats for people with disabilities upon request, 701-231-7881.

Position Information

The Associate Director is a member of the senior leadership team for NDSU Agriculture and reports to the Vice President for Agricultural Affairs who also holds the title of Director, NDSU Extension. The Associate Director routinely coordinates with leadership team colleagues, particularly the Associate Dean of the College of Agriculture, Food Systems, and Natural Resources, Associate Director of the North Dakota Agricultural Experiment Station, director of the Northern Crops Institute, the Dean of the College of Human Sciences and Education as well as the State Board of Agricultural Research and Education. The Associate Director provides leadership for and supervises the Extension Leadership Team which includes the Program Leaders and District Directors. Provision of leadership and oversight of all extension efforts for NDSU is expected in addition to facilitating the evolution of NDSU's extension mission based on constituent needs, while ensuring the relevance, quality, and impact of our efforts to engage learners across North Dakota and beyond. The position provides statewide leadership and administration for extension programs in agriculture and natural resources, family and community wellness, and 4-H and youth development.

Responsibilities

- In collaboration with the Vice President, provides vision and dynamic leadership in the direction, administration and management for NDSU Extension to ensure that North Dakota remains a premier provider of extension programming ensuring programming meets clientele needs, is science-informed and research-based, and provides access to NDSU through a local presence throughout the state.
- Work closely with decision makers including legislators, county commissioners, state agency heads, and other elected officials on issues related to NDSU Extension's mission and interests.
- Communicate the mission and interests of NDSU Extension to farmers, ranchers and the general public to garner support of the programs and for public financial funding.
- Build, develop and facilitate a strong leadership team focused on excellence in Extension and delivery of high impact extension programming across North Dakota and beyond;
- Delivering capacity-building learning experiences focused on practical how-to education, problem-solving assistance and the ability to effectively address emerging trends or challenges to North Dakota citizens and constituents;
- Leading and managing the multi-state extension education portfolio and promoting and developing interdisciplinary and multifunctional programs working with university administrators and faculty, national and state leaders, governmental agencies, and county Extension boards to address issues and opportunities;
- Providing educational experiences using a combination of traditional and non-traditional delivery methods that reaches diverse and underserved audiences including millennials
- Facilitate and lead changes that are necessary to ensure NDSU Extension is addressing evolving critical issues while being creative and innovative in meeting funding challenges and enhancing funding opportunities;
- Providing for excellence in faculty and staff recruitment, selection, placement, retention, development, promotion and tenure and handling other personnel matters;
- Enhancing diversity among NDSU Extension faculty, staff, students and clientele while supporting the University's efforts in affirmative action and equal employment opportunity;
- Working with stakeholders and fostering public, private, and community partnerships;
- Making and implementing difficult decisions in a timely, collegial, collaborative, and coordinated manner;
- Working with faculty, administrators, staff, and clientele in a manner exemplifying high integrity, openness, and accountability;
- Fulfilling other responsibilities and duties as assigned.

Minimum Qualifications

- A terminal degree in a discipline related to the Cooperative Extension Service mission.
- Experience in an academic, business, government, or non-government agency related to agriculture, natural resources, food systems, human sciences, or youth development.
- Scholarly and/or notable achievement in Cooperative Extension or University Outreach and Engagement sufficient to merit appointment as Professor with tenure in a department in the College of Agriculture, Food Systems, and Natural Resources or the College of Human Sciences and Education.
- A comprehensive understanding of non-formal youth and adult education and program development processes.
- A demonstrated ability to serve effectively as an administrative leader; a proven ability to communicate effectively; and a demonstrated capability to manage personnel and budgets.
- An understanding of issues important to North Dakota agriculture, families, youth and communities and a grasp of the means to provide visionary and progressive leadership in the development of innovative programs.
- A thorough understanding of all levels, programming areas, and aspects of the Cooperative Extension Service is essential with the ability to strengthen relationships with constituency groups at the county, state, and federal level.
- Excellent interpersonal skills, the ability to work in a collegial manner to solve problems, and the ability to develop and maintain positive relationships.
- Demonstrated commitment to inclusion and to the promotion of equal opportunity, diversity and affirmative action.

Preferred Qualifications

- Administrative experience as a Department Head/Chair, Assistant Dean/Director, Associate Dean/Director, Director, or Dean is highly desired.
- Demonstrated ability to work collaboratively within a highly effective team.
- Five or more years professional experience within the Cooperative Extension Service, including experience measuring and assessing the impact and effectiveness of Extension/outreach programs.
- Demonstrated understanding of, experience in, and commitment to all aspects of the land-grant mission and the ability to describe and promote the value of Extension to members of the general public.