



Extension Regional Director – Northwest Region Counties, Missouri

Please apply at <https://hrs.missouri.edu/find-a-job/academic>

Job ID 39220

Job Description

MU TITLE: Assistant/Associate/Full Extension Professional

LOCATION: Northwest Region, Missouri

COUNTY COVERAGE: *Northwest Coverage:* Andrew, Atchison, Buchanan, Caldwell, Carroll, Clinton, Daviess, DeKalb, Gentry, Grundy, Harrison, Hold, Lafayette, Livingston, Mercer, Nodaway, Ray, Saline, and Worth Counties in the Northwest Region

The University of Missouri (MU) Office of Extension and Engagement's distinct land-grant mission is to improve lives, communities, and economies by producing relevant, reliable, and responsive educational strategies throughout Missouri. Our dedicated and knowledgeable Faculty and staff collaborate with researchers and community leaders to develop and deliver programs that address needs of Missourians including: educational attainment; environmental concerns; community, economic, business and workforce development; global food systems; and health systems. For more information about MU Extension and Engagement, please visit <http://extension.missouri.edu>.

Position Overview:

Regional Directors are the MU Extension academic hub in each geographic region and work proactively to design and implement innovative responses to current and emerging program needs across the region and the state of Missouri. Regional Directors align and converge the talent, strengths, and academic resources of the University of Missouri, local partners, industry, and other institutions to forge mutually beneficial partnerships meeting the needs of all Missourians.

Regional Directors provide primary leadership and development of County Engagement Specialists and Extension Councils and secondary leadership to Field Specialists headquartered in the region. Working with these and other partners, they guide delivery of programs and services to maximize the engagement and value-adding impacts of the University of Missouri in collaboration with university administration, Education Directors, and Senior Program Directors. Regional Directors exhibit high personal standards of excellence, are effective team members, and demonstrate inclusivity, civility, and respect for all in their daily work. MU is fully committed to achieving the goal of a diverse and inclusive academic community of faculty, staff, and students. We seek individuals who are committed to this goal and our core campus values of respect, responsibility, discovery, and excellence.

The successful candidate must live or relocate to live within one of the assigned counties. This is a full-time, 12-month academic position with an administrative appointment. It is expected that the Regional Director will be eligible and approved for faculty appointment within the Department of Extension. Extension Faculty serve for 12-months in non-tenure track appointments to the promotable ranks of Assistant, Associate, or Full Extension Professional. The rank at time of appointment or promotion is consistent with the standards of achievement and experience established by the faculty.

Candidates must demonstrate they are authorized to work in the United States at the time of hire. Sponsorship of U.S. temporary employment visas will not be offered for this position.

Essential Duties

Administrative Leadership – 50% of position

- Create an environment that fosters the ability to work in a results-oriented environment.
- Collaborate with Extension Leadership, Extension Councils, County Commissions and other partners to develop the regional budgeting and staffing plan, including County Engagement Specialist assignments and office location recommendations.
- Provide leadership, training and support for Community Engagement Specialists, Field Specialists, and staff.
- Facilitate and enhance the University of Missouri Extension's collaboration with public and private entities at all levels.
- Build relationships and collaboration with University of Missouri Kansas City (UMKC) administration and faculty.

Academic Leadership – 30% of position

- Lead the regional program planning and delivery processes, in coordination with Senior Program Directors, Education Directors and Extension Councils.
- Assess the needs and program priorities in the region and coordinate development and implementation of regional program plan with county councils, regional faculty and staff.
- Coordinate faculty, staff and financial resources to participate in cross-regional collaboration and program delivery as necessary developing multi-disciplinary teams to address complex issues and identification of best practices in extension programming.
- Provide direct and indirect supervision to Regional Faculty and staff to include hiring, coaching, talent development and performance management.
- Collaborate with Principal Investigators, Senior Program Directors and Education Directors regarding grant-funded projects.
- Coordinate with program directors and coordinators to access faculty expertise and research on all campuses to develop new program initiatives critical to regional needs.
- Coordinate regional MU recruitment and engagement efforts and serve as the liaison between campus leaders, Extension and assigned region.
- Work with faculty, staff and councils to coordinate regional service-learning opportunities for MU students in partnership with campus program coordinators.
- Serve as a liaison for Campus Engagement Council efforts and provide leadership and support for University sponsored programs and initiatives in the designated region

Strategic Leadership – 20% of position

- Promote the vision and mission of University of Missouri Extension within the region.
- Identify opportunities to increase stakeholder, organization and constituent engagement within the region and between regions.
- Develop public-private partnerships strategies and work with faculty and staff in resource generation of grants, contracts, fees, sponsorships, and gifts.
- Work in coordination with others on the administrative team to represent MU Extension with stakeholders, partners and funders.
- Assist County Engagement Specialists to serve as representatives of University of Missouri Extension with Extension Councils, county commissions and other agencies.
- Provide coordination and leadership across all program areas for implementation of urban program strategies, partnership and stakeholder collaborations including the city government of Kansas City, marketing, communications and public relations strategies for a densely populated environment, and expanding funding streams to support programs and staffing.
- Promote a culturally aware and welcoming environment within MU Extension, along with a strong commitment to recruiting and retaining diverse faculty and staff.

- Provide leadership and support for County Engagement Specialists to:
 - Assist County Extension Councils in fulfilling their statutory obligations.
 - Develop Councils as advocates for University of Missouri Extension.
 - Understanding and following AA/EEO policies in recruiting and hiring processes.
 - Assist County Extension Councils in providing input into University of Missouri Extension employee performance evaluation processes
- Provide support for the regional council.
- Build relations and seek opportunities for University of Missouri Extension to work collaboratively with other higher education institutions.
- Assume the role of leadership and/or actively participate on organizational committees.

Leadership Received and Exercised

This position reports to the Associate Vice Chancellor for Extension and Engagement. Academic leadership comes through the Vice Chancellor of Extension and Engagement team and programmatic leadership comes through the senior and educational program directors. Direct and indirect supervision is provided to faculty, professional, paraprofessional and administrative support employees. Regional directors coach faculty and program delivery staff in program development and delivery as well as professional development as an extension faculty or staff member.

UNIVERSITY INFORMATION

The University of Missouri, also known as Mizzou and MU, is the Flagship University of the four-campus University of Missouri system. It is the state's land-grant university and one of the most comprehensive universities in the United States. MU's broad undergraduate programs and its' graduate, professional and research programs attract annual enrollment of more than 30,000 students. MU is centrally located in Columbia, MO, which is consistently ranked as one of America's most livable cities. MU Extension and Engagement programs are located on all four campuses and in 114 counties and St. Louis city.

Minimum Qualifications

- A Master's degree and at least 6 years of experience from which the applicant gained position appropriate knowledge and skills at time of appointment. Requested rank (assistant, associate, full) will be evaluated at the time of offer.

CANDIDATES WILL BE EVALUATED ON:

- Doctorate or other terminal degree plus five or more years of land-grant extension or equivalent experience in community based adult education.
- Five or more years of land-grant extension or equivalent experience in community based adult education.
- Valued experiences include: worked in an extension faculty role; five or more years of executive leadership and supervisory responsibilities; worked in an urban setting.
- Ability to travel throughout Missouri on regular basis using own vehicle with mileage reimbursement or fleet vehicle – significant travel is required. Available to work evenings and weekends as necessary to accomplish organizational goals.
- Demonstrated experience in administration and leadership of educational programs, including leading and managing people, strategic planning, and fiscal management of considerable scope and complexity.
- Capacity to coach faculty in the development and delivery of educational programs.
- Exhibit effective written and oral communication skills.
- Highly collaborative work style, commitment to continuous improvement and problem solving, and leadership through honesty and integrity.
- Effective analytical and strategic planning skills, including evidence of ability to work across organizational Units to achieve results.

- Knowledge and proficiency in use of technology to support program delivery, training and faculty/staff development.
- Ability to operate with minimal guidance, and be a self-directed learner who is flexible and adaptable to changing environments.
- Program capacity or experience in one or more MU Extension grand challenge areas of focus – Economic Opportunity, Educational Access, Healthy Futures.
- MU is fully committed to achieving the goal of a diverse and inclusive academic community of faculty, staff, and students. We seek individuals who are committed to this goal and our core campus values of respect, responsibility, discovery, and excellence.
- Candidates must demonstrate they are authorized to work in the United States at the time of hire.
- Sponsorship of U.S. temporary employment visas will not be offered for this position.
- Core competencies that apply to all MU Extension faculty –
 - **Communication**
 - **Educational Programming Design**
 - **Information and Educational Delivery**
 - **Inclusivity**
 - **Interpersonal Relations**
 - **Knowledge of the Organization**
 - **Leadership**
 - **Operational Management**
 - **Professionalism**
 - **Individual Development Plan**

Application Materials

Complete the brief online application and be prepared to upload:

- Cover Letter
- Resume/CV
- Copies of all academic transcripts, and
- a list of 3-5 references

Benefit Eligibility

This position is eligible for University benefits. The University offers a comprehensive benefits package, including medical, dental and vision plans, retirement, and educational fee discounts. For additional information on University benefits, please visit the Faculty & Staff Benefits website at <http://www.umsystem.edu/totalrewards/benefits>

Diversity Commitment

The University of Missouri is fully committed to achieving the goal of a diverse and inclusive academic community of faculty, staff and students. We seek individuals who are committed to this goal and our core campus values of respect, responsibility, discovery and excellence.

Equal Employment Opportunity

Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, or any other status protected by applicable state or federal law. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations or the recruiting rights of military

organizations associated with the Armed Forces or the Department of Homeland Security of the United States of America. For more information, call the Vice Chancellor of Human Resource Services/Affirmative Action officer at 573-882-4256.

To request ADA accommodations, please call the Disability Inclusion and ADA Compliance Manager at 573-884-7278.
EEO IS THE LAW

Extension Regional Director – Northwest Region Counties, Missouri

Please apply at <https://hrs.missouri.edu/find-a-job/academic>

Job ID 39220