



Extension Assistant Director, Agriculture and Natural Resources

<https://www.ndsu.edu/employment>
Posting ID #2943030

Provide statewide leadership for dynamic agriculture and natural resources Extension programs

NDSU

EXTENSION

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://www.ndsu.edu/employment/joblist>
- Search for Posting ID #2943030

Screening will begin

July 21, 2022

Direct questions to:

Jane Schuh, Ph.D.
Professor, Department of Microbiological Sciences and Director of Special Initiatives, Agricultural Affairs
701-630-0464
jane.schuh@ndsu.edu

Position Information

The assistant director serves as the program leader for the agriculture and natural resources (ANR) program area at NDSU Extension. This position provides visionary, statewide leadership that is focused on agriculture and natural resources topics, with demonstrated ability to conceptualize, communicate, address, and evaluate statewide program needs. The program leader provides administrative leadership for ANR program development, evaluation and implementation; external partnership development; development of financial resources and budgetary administration; and supervision of Extension pesticide specialist and farm and ranch safety coordinator.

This is an administrative position with office space provided in Suite 309, Morrill Hall, NDSU. The Assistant Director reports to the Associate Director, NDSU Extension. This position will be either a regular appointment or a tenured appointment. Applicants eligible for tenure should designate in the cover letter the desire to request academic tenure and the desired academic discipline for tenure home. Rank will be commensurate with credentials, experience, and upon review and approval of the respective department.

Assistant director responsibilities include, but are not limited to, the following:

- Provide statewide leadership in coordinating high-impact Extension ANR programs including subject matter training, program planning, and assessment and evaluation.
- Foster a positive working relationship with faculty, staff and administration in the College of Agriculture, Food Systems, and Natural Resources, North Dakota Agriculture Experiment Station, Research Extension Centers, North Dakota State University, and the North Dakota University System.
- Facilitate professional development for ANR Extension specialists, agents, and new staff to enhance program impacts.
- Provide leadership for evaluation in the Extension organization, including the use and enhancement of the Program Evaluation and Reporting System (PEARS).
- Provide leadership to the combined federal report.
- Provide leadership in the agricultural commodity election process.
- Provide leadership in developing and maintaining close relationships with North Dakota commodities.
- Participate in the recruitment and orientation of new Extension professionals.
- Lead or contribute to efforts to write grants, generate revenue and establish partnerships that leverage public and private funds to support ANR programming.
- Provide supervision and annual evaluation of Extension pesticide specialist and farm and ranch safety coordinator.
- Serve on the Extension Leadership Team, and provide input to group issues and suggest visionary opportunities for the organization.
- Work in cooperation with other Extension program leaders as necessary.
- Liaise or coordinate representation with North Central Region peers in affiliated program areas.
- Manage the budget for ANR programs and personnel.

Minimum Qualifications

- An earned doctorate in a discipline related to agriculture and natural resources or other related discipline.
- Five or more years professional experience within Cooperative Extension
- Understanding of measuring and assessing the impact and effectiveness of Extension/outreach programs.
- Understanding of the educational process, i.e., developing, managing, and evaluating educational programs with a demonstrated ability to promote creativity and vision in program development.
- Understanding of the administration and leadership of educational programs, including strategic planning, and the ability to lead, manage, and supervise people.
- Understanding of the fiscal management process and efforts to secure funding to support new and existing programs.
- Experience developing and maintaining effective partnerships and serving as a skilled liaison between and among groups with the ability to engage in successful negotiation, collaboration, and relationship building.
- Demonstrated commitment to inclusion and to the promotion of equal opportunity, diversity and affirmative action.
- Superior interpersonal skills, the ability to work in a collegial manner to solve problems, and the ability to develop and maintain positive relationships.
- Demonstrated ability to work collaboratively within a highly effective team, which may include multidisciplinary teams.

Preferred Qualifications

- Ten or more years professional experience within Cooperative Extension
- Experience and success in measuring and assessing the impact and effectiveness of Extension/outreach programs.
- Demonstrated fiscal management and success in securing funding to support new and existing programs.
- Demonstrated experience in leading the educational process, i.e., developing, managing, and evaluating educational programs with a demonstrated ability to promote creativity and vision in program development.
- Demonstrated experience in the administration and leadership of educational programs, including strategic planning.
- Demonstrated experience leading, managing, and supervising people.
- Extensive experience developing and maintaining effective partnerships and serving as a skilled liaison between and among groups with the ability to engage in successful negotiation, collaboration, conflict resolution, and relationship building.
- Demonstrated leadership in working with legislators and the legislative process.
- Demonstrated ability to lead highly effective teams, which may include multidisciplinary teams.
- Understanding of the history and mission of the Land Grant University System.

County commissions, North Dakota State University and U.S. Department of Agriculture cooperating. 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.