To assure full consideration, all application materials must be received by March 15, 2010.

Title
Associate Director, UW Cooperative Extension Service (UW CES) and University Extension Educator. Position # 0488.

Position
One of two Associate Director Positions, this position has primary leadership for and oversight of approximately half of the Extension areas in the state. The position reports to the Director of Cooperative Extension and is a member of the director's administrative leadership team. Though focused on field operations, the position carries key leadership responsibilities for the UW CES system and the UW College of Agriculture and Natural Resources.

Salary
Salary is competitive and commensurate with qualifications. This is an academic professional appointment. The applicant must be tenurable under academic professional extended term appointment criteria. Rank will be based on academic and professional experience.

Location
UW Campus – Laramie, Wyoming. Responsibilities are statewide. Laramie is a community of 28,000 residents nestled between two mountain ranges in the southeastern corner of Wyoming. Laramie is an attractive blend of western hospitality and comfortable sophistication that comes from being home to a major university. Laramie offers good schools, a hospital, and several long term care facilities. University of Wyoming cultural programming provides the community with many cultural experiences throughout the year. Laramie is just two hours from a major international airport and key shopping centers. The nearby Medicine Bow National Forest provides quick access to outdoor recreation. The University of Wyoming Laramie campus offers some 180 programs at the undergraduate, graduate, and professional areas of study through seven colleges, as well as through the Outreach School. The university also maintains the UW/Casper College Center, nine outreach education centers across Wyoming, and Cooperative Extension Offices in each of the state’s 23 counties and on the Wind River Indian Reservation.

Responsibilities and Essential Duties
• Approximately 70 percent of the appointment is allocated to provide leadership for and liaison to two or three of the five Extension areas composing the field operations of the UW CES. This includes supervision of the UW CES employees in each of the assigned Extension areas. It also includes working with Extension area teams to create and provide Extension programming that meets citizens’ needs, and working closely with county coordinators to build effective and supportive relationships with county government and other partners.
• Oversee and stimulate effective Extension programs appropriately spanning the breadth of Extension initiatives and addressing needs in each of the counties within the assigned Extension
areas. Be conversant in all program initiatives to effectively guide individuals responsible for programming in each of the areas.

• Approximately 10 percent of the appointment is directed to provide administrative liaison to one or more of the state program initiative teams. Responsibilities also include assigned liaison to clientele and partner groups statewide.

• Approximately 20 percent of the appointment is directed to conduct state-level administrative duties as assigned by the director, provide leadership for special projects and committees, and serve on regional and national USDA NIFA committees relevant to Wyoming’s Extension mission.

Qualifications – Required

• Earned master’s degree with at least one degree in a field of agriculture, family and consumer sciences, education, youth development, or a related field relevant to Extension’s mission.

• Minimum of five years experience in Cooperative Extension or a similar educational organization.

• Visionary leadership and demonstrated administrative ability.

• Demonstrated collaborative leadership skills.

• Knowledge of Cooperative Extension at all administrative levels and the ability to manage relationships between those levels.

• Demonstrated team leadership and team member skills.

• Demonstrated teaching and facilitation skills.

• Computer proficiency.

• Must successfully complete a State of Wyoming Central Registry Screening as a condition of employment.

Qualifications – Preferred

• Earned Ph.D. degree.

• Degree in a biological or physical science relevant to one of the UW CES program initiatives.

• Extension field and/or specialist experience.

• Experience and a demonstrated track record as an effective administrator or supervisor.

Application Procedures

• For full consideration, application materials should be received by March 15, 2010. Screening will continue until a suitable candidate is identified.

• Letter of application expressing your interest in this position.

• Current curriculum vitae.

• Four letters of reference including addresses and phone numbers of references that address your qualifications for this position.

• Official college or university transcripts

Contact for application information/send completed application packet to:

Susan James, Federal Relations and Staff Development Coordinator
UW Cooperative Extension Service
1000 E. University Ave., Dept 3354
Laramie, WY 82071
Phone (307) 766-3562
Fax (307) 766-3998
E-mail: jamessus@uwyo.edu

For Specific Position Information Contact:

Dr. Glen Whipple, Associate Dean and Director
UW Cooperative Extension Service
1000 E. University Ave., Dept #3354
Laramie, WY 82071
Phone: (307)766-5124
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Glen Whipple
Director

The University of Wyoming is committed to diversity and endorses principles of affirmative action. We acknowledge that diversity enriches and sustains our scholarship and promotes equal access to our educational mission. We seek and welcome applications from individuals of all backgrounds, experiences and perspectives.