

Job Code:.....100256
Position #: (NUNC) .(E)...
Developed by:.....RR
Reviewed by: LK, DLJ
Approved by:.....LK
Date:05/16

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Executive Director, Northeastern Regional Association of State Agricultural Experiment Station Directors (NERA)

DIVISION: Academic Affairs (CELS: Fisheries, Animals & Veterinary Sciences)

REPORTS TO: Provost and Vice President of Academic Affairs

GRADE: 18

SUPERVISES: Professional and Support Staff

BASIC FUNCTION: Serve as the Chief Administrative Officer, Secretary and Treasurer for NERA. Advance the Mission of NERA. Represent the Region's interests to external stakeholders.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

REGIONAL ACTIVITIES:

Promote, articulate and advocate the priorities of the northeastern regional research agenda within the national framework of USDA and other federal funding agencies.

Provide leadership and coordination in developing regional and national research priorities and implementing a regional response for the northeastern region.

Pursue meaningful collaborations with the regional cooperative extension administrators, administrative heads (deans) and, as appropriate, the academic program directors in the region.

Provide effective leadership that promotes greater collaboration within the individual state programs as well as among states within the region and between the northeast and other regions.

In collaboration with the NERA directors, seek new opportunities for government and/or private funding for research programs within the region and for opportunities that promote economic development within the region.

Acquire, analyze, summarize and manage information regarding research in the region for use by the NERA directors.

Coordinate the planning of regional activities and initiatives.

Serve as a resource to individual NERA directors in the planning, advocacy and management of research and development programs.

Provide administrative support and guidance to the NERA Chair and Executive Committee, the Experiment Station Committee on Organization and Policy (ESCOP) Chair as appropriate, the Multistate Activities Committee (MAC) Chair and members, and Administrative Advisors (AA) for regional research projects and activities.

Oversee the activities of the NERA staff.

Manage the operating budget of NERA and operate within the framework of the policies and procedures of the host institution.

NATIONAL ACTIVITIES:

Serve on and provide leadership as required to the ESCOP Core Committees (e.g., Budget and Legislative, Communications and Marketing, Science and Technology), Executive Committee, Chairs Advisory Committee, and other ESCOP ad hoc task forces, as appropriate.

Develop and provide research information and educational materials on the mission, scope and impacts of the state agricultural experiment stations research programs and land grant programs, as needed, for staff of key congressional committees and committee members, advocacy groups, and national leadership groups, e.g., Association of Public and Land Grant Universities (APLU), Board on Agricultural Assembly (BAA), Experiment Station Section (ESS), Academic Heads Section (AHS), and the Extension Committee on Organization and Policy (ECOP).

Facilitate communications with the United States Department of Agriculture (USDA), and participate with the other regional Executive Directors in their separate and joint functions in support of the overall research and education systems at the national level.

Coordinate activities and communications; promote partnerships between ESCOP and other Committee's of Organization and Policy (COP's) to assure programmatic linkages are developed whenever feasible.

Develop and maintain effective communications between NERA members and counterparts in the land-grant organization, including AHS, ECOP, Academic Committee on Organization and Policy (ACOP), International Committee on Organization and Policy (ICOP), Veterinary Medicine, Forestry, Home Economics, the 1890 institutions, Council for Agriculture, Research and Extension (CARET) and Commission on Food, Environment and Renewable Resources (CFERR-APLU), as appropriate and required.

Develop collaborative working relationships with executive directors of the other Regional Research Associations (North Central, Southern, Western and the Association of 1890 Research Directors [ARD]) to maximize efficiency and provide effective leadership on national projects and other activities as necessary.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Earned doctoral degree in an agricultural or related discipline; Minimum ten years' experience in progressively responsible leadership roles; Demonstrated successful administrative experience (e.g., as a Dean, an Associate Dean for Research, a Director/Associate Director of an Experiment Station or as a Principal Investigator/Program or Project Director of a large multi-organizational capacity building research grant program, etc.); Demonstrated ability to maintain effective working relationships with a wide variety of stakeholders, agencies, and organizations; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Willingness to travel; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated leadership experience in a State agricultural experiment station or a comparable research organization; Demonstrated experience with appraisal and analysis of research programs, budget development, human and financial resource allocation, administration of personnel and development of funding initiatives; and, Demonstrated familiarity with the development of federal research policy and funding initiatives.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.