

Job Code:.....100623
Position #:(NUNC)(E)...108330
Developed by:.....JK
Reviewed by:.....SG
Approved by:.....LK
Date: 11/18/14; 02/15

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Associate Dean, CELS/Extension
DIVISION: Academic Affairs (CELS - Cooperative Extension)
REPORTS TO: Dean, College of the Environment and Life Sciences
GRADE: 18
SUPERVISES: Extension professional, technical, and clerical support staff; graduate and undergraduate students

BASIC FUNCTION:

Assist and advise the Dean on all matters of administration, including the following: budget preparation and implementation; personnel matters including both faculty and non-faculty hiring, promotion, terminations, salary reviews and workload planning; and Extension program focus, evaluation, and review.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serve as Associate Director of Cooperative Extension.

Responsible for the development and delivery of Extension programs, supervision of staff and students in the URI Mallon Outreach Center, instruction, and resource management.

Responsible for the application of research through outreach and Extension activities and programs in areas that include, but are not limited to, food safety and nutrition; sustainable energy, climate change and the environment; food production and sustainability; youth family and community; and international outreach programs.

Facilitate and participate in the development and teaching of programs emerging from outreach curricula directed towards diverse state stakeholders.

Oversee program planning, priority setting and outcome assessments. Write grants and secure external funding to support ongoing and new Extension programming.

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Cultivate and maintain working relationships with department chairs and faculty. Integrate faculty into ongoing Extension programming as well as inclusion of faculty in the development of new outreach programs.

Develop and maintain working relationship with the Agricultural Experiment Station, its principal investigators, and its projects. Contribute to the ongoing integration of the research and outreach efforts of the Land Grant programs.

Collaborate with the Dean, Associate Dean, and directors in budget preparation, planning, and evaluating all aspects of the College.

Coordinate all services offered through Cooperative Extension.

Teach course(s) in an area of sustainability or in an area that will contribute to the College's instructional capabilities.

Supervise graduate and undergraduate experiential learning opportunities.

Develop community and professional networks.

Participate in College and University outreach and service.

Represent the College on various institutional committees, at assigned University functions, and at designated off-campus events.

Provide support and assistance in the graduate education, research, and public service function of the College.

OTHER DUTIES AND RESPONSIBILITIES:

Perform general administrative functions on behalf of the Dean.

May assume responsibility for the College in the absence of the Dean.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; electronic mail, scheduling, and calendar programs; word processing, database, and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

The position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Doctoral degree in life sciences; Current or former faculty status; Minimum ten years of professional experience in Agricultural or Environmental leadership; Demonstrated experience with Cooperative Extension programs; Demonstrated outreach experience such as event management, media relations, and program development, implementation and management; Demonstrated success in grant development; Demonstrated record of peer-reviewed publications related to outreach programs or development of official publications related to Agricultural or Environmental programs; Demonstrated record of public speaking; Demonstrated record of communication through print, broadcast and/or social medias; Demonstrated supervisory experience; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; and Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated experience with contracts; Demonstrated teaching experience at the college level; Demonstrated organizational skills; and, Demonstrated record of working with multiple disciplines and/or multi-disciplinary groups.

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